

## Job Posting Form

Date Posted: 11/10/2016

Send completed application to: Ann Benzel  
Diocese of Buffalo  
795 Main Street  
Buffalo, NY 14203  
E-mail: [abenzel@buffalodiocese.org](mailto:abenzel@buffalodiocese.org)

Type of Employment: Summer:  Part-Time:  If part-time, # of hours per week 28 Full-Time:

Job Title of Open Position: Residence Administrator

Salary: Commensurate upon experience/education Salary will be:  hourly  other

Employer: Diocese of Buffalo Department Priests Retirement Residences

Location Address: 795 Main Street, Buffalo, NY 14203

Employer Website: www.buffalodiocese.org

### **Brief Job Description**

Oversee residence operations including resident admission, care, facilities, building and properties and personnel

### **Qualifications: Required Education/Experience**

- Bachelor's degree in business, health and human services or related field, 5-7 years of administration experience and some prior experience with the geriatric population preferred. A NYS drivers licence in good standing, valid NYS registration and auto insurance.

### **Desired Skills**

- Understanding and support of the Catholic social teachings and moral and ethical values of the Catholic Church, excellent communication skills, good work ethic, ability to maintain confidentiality, supervisory, planning and organizational skills, proficiency in Word and Excel.

E.O.E.

How to Apply: By Mail  E-Mail  as above. **Applications are accepted until this position is filled.**