A BETTER LIFESTYLE FOR INDEPENDENT JEWISH RETIREES

Position Description & Schedule of Duties
Princess & Guilfoyle Gardens - Village Manager

B'nai B'rith Retirement Villages Limited (BBRV) is a not-for-profit organisation and Australia's largest provider of affordable Jewish self-care accommodation.

Guided by the ethical and charitable ethos and principles of B'nai B'rith, our mission is to provide:

- Affordable independent living accommodations for Jewish seniors.
- Affordable accommodation for Jewish seniors with mental and/or physical disabilities who are equipped to live independently
- Subsidised accommodation for Jewish seniors who are experiencing rental financial stress.

Position Description:

This Part Time 12 hours per week position (job share arrangement) is responsible for basic administrative duties including supporting the general welfare of the residential community in our villages. BBRV employs a Property Asset Manager in the village who is responsible for all property and asset related functions.

Duties and responsibilities associated with this position are generally outlined below. These will be performed generally in line with BBRV Policies and Procedures Manual and as directed by the Chief Executive Officer (CEO).

Schedule of Duties:

General Administrative Duties

- Maintain village information packs & ensure compliance of packs with RVA (Retirement Villages Act) as directed by the CEO
- Respond to new resident enquiries
- Interview and evaluate prospective residents for entry into the village
- Maintain up to date approved resident application of residency list
- Enter relevant data into the Rescall resident management system. Training will be provided in the operation of this database.

Resident Admission & Exit Related Duties

- Facilitate in consultation with Property Manager and CEO resident entry and exit from village including unit inspections.
- Recommend the preparation of occupancy agreements to approved residents
- Facilitate (in consultation with Property Manager) resident entry into occupancy agreements

Resident Welfare Related Duties

- Resident Details: Collect & maintain relevant resident medical and other information as required by BBRV.
- Monitor status of residents accommodation including annual unit inspections in conjunction with Property Manager
- Liaise with visiting welfare/social groups and where appropriate assist with organisation of selected village related functions/activities
- Maintain register of programmed/booked Village events and coordinate with village calendar.
- In consultation with Property Manager ensure appropriate village evacuation procedures are in place
- VitalCall emergency response system - Secondary response when on site, welfare call to Resident the next business day.
- Oversee use of Broadband for Seniors kiosk on site.

Administrative & Financial Related Duties

- Assist with the collection of rent/monthly recurrent charges where not via direct debit/EFT.
- Maintain up to date resident and general village files
- Maintain up to date resident occupancy list for each village
- Assist BBRV accountant in processing general village/BBRV accounts as required.
- Ensure compliance of event organisers/visiting groups with BBRV village policies and use of village resources.
- Oversee the booking and operation of the library & function halls
- P/Cash management
- Fill-in as required for absent Kadimah Gardens Village Manager including processing of accounts and related functions.

Asset Related Functions

- Liaise with village Property Manager in coordination of village and resident required works.

WH&S, Fire Warden and First Aid

- Comply with BBRV WH&S Policies
- Act as Fire Warden whilst on site.
- Undertake first aid and WH&S training.

Total Hours: 12 Hours a week (4 hours a day, over 3 days)
Salary: $38.46 per hour + Super
To Apply: Please send Resume to Chief Executive Officer Robert Goldshaft corporate@bbrv.org.au