

# Chief Executive Officer

Havilah Hostel Inc.



# About Havilah Hostel Inc

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## COMMUNITY OWNED QUALITY LIFESTYLE

Residential aged-care, respite services and retirement living, all in Maryborough, Central Victoria.

Havilah provides quality residential aged care and independent living [affordable](#) for all. Founded in 1995, the philosophy of care at Havilah is to ensure all residents' wishes are respected. We provide care within an atmosphere of support, where each individual's emotional, spiritual, psychosocial and health needs are met according to each resident's requirements. Havilah is committed to quality management and continuous quality improvement.

Havilah's Harkness Street site offers spacious living, natural light and award-winning gardens. The site comprises both residential [aged-care](#) with special needs units and beautiful retirement homes at [Havilah Place](#).

Our Palmerston Street site offers modern [aged-care](#) living and facilities, a community centre surrounded by gardens and a range of independent living [units](#) to suit different needs in architect-designed comfort and style.

*Please click on the green underlined words to be taken to the Havilah website*

## Mission

We are committed to providing EXCELLENCE in services and facilities for our residents & clients; and ACCESS to aged care services and retirement living in our community

## Vision

We will be acknowledged as a LEADER IN AGED AND RETIREMENT LIVING SERVICES AND FACILITIES

## Philosophy

AT ALL TIMES WE WILL

DELIVER SAFE AND QUALITY CARE SERVICES  
RESPECT EACH CLIENT'S PRIVACY AND DIGNITY AND RIGHT TO MAKE THEIR OWN CHOICES  
ENCOURAGE INDEPENDENCE AND PERSONAL FREEDOM  
ENCOURAGE EACH CLIENT TO MAINTAIN THEIR DIGNITY, VALUES AND INDIVIDUALITY  
HAVE REGARD TO EACH CLIENT'S RELIGION AND CULTURAL CUSTOMS  
FACILITATE EACH CLIENT TO MAINTAIN EXISTING FRIENDSHIPS AND CREATE NEW ONES



# About Havilah Hostel Inc

## SOME IMPORTANT FACTS

- Havilah is a not for profit community organisation that provides residential aged care services (142 places) and retirement living services (53 units) over two sites in Maryborough Central Vic.
- The organisation has 24 provisional places currently under construction and a further 24 provisional places with attached \$5m in capital funding.
- We have 180 dedicated staff
- Our occupancy is high across the site
- We enjoy a great reputation in the industry
- We are supported by a highly invested community and a very committed community Board
- Currently accredited by the Aged Care Accreditation Agency
- We have a stable leadership team that have successful lead and grown the Organisation. As a team we have been innovative, forward leaning and passionate about making community focused decisions.

For more information about Havilah please go to the website at: <https://www.havilah.org.au/>

**HAVILAH HOSTEL INC.**  
**Statement of Profit or Loss and Other Comprehensive Income**  
**for the Year Ended 30 June 2020**

	Note	2020 \$	2019 \$
<b>Income</b>			
Revenue from Operating Activities	2	12,834,082	11,957,894
Revenue from Non Operating Activities	3	1,994,987	2,097,026
<b>Total income</b>		<b>14,829,069</b>	<b>14,054,920</b>
<b>Expenses</b>			
Employee Expenses	4	9,847,607	9,321,235
Materials and Contracts	5	1,997,142	1,769,130
Depreciation and Amortisation	6	1,239,950	1,203,091
Repairs and Maintenance	7	291,098	266,321
Minor Purchases	8	131,181	126,443
Finance Costs	9	319,236	417,819
Other Expenses	10	679,951	756,065
<b>Total expenses</b>		<b>14,506,165</b>	<b>13,860,104</b>
<b>Surplus/(deficit) for the year</b>		<b>322,904</b>	<b>194,816</b>
<b>Other Comprehensive Income</b>			
<b>Items that may be reclassified to surplus or deficit in future periods</b>			
Net asset revaluation increment	21	0	0
<b>Total Comprehensive Result</b>		<b>322,904</b>	<b>194,816</b>

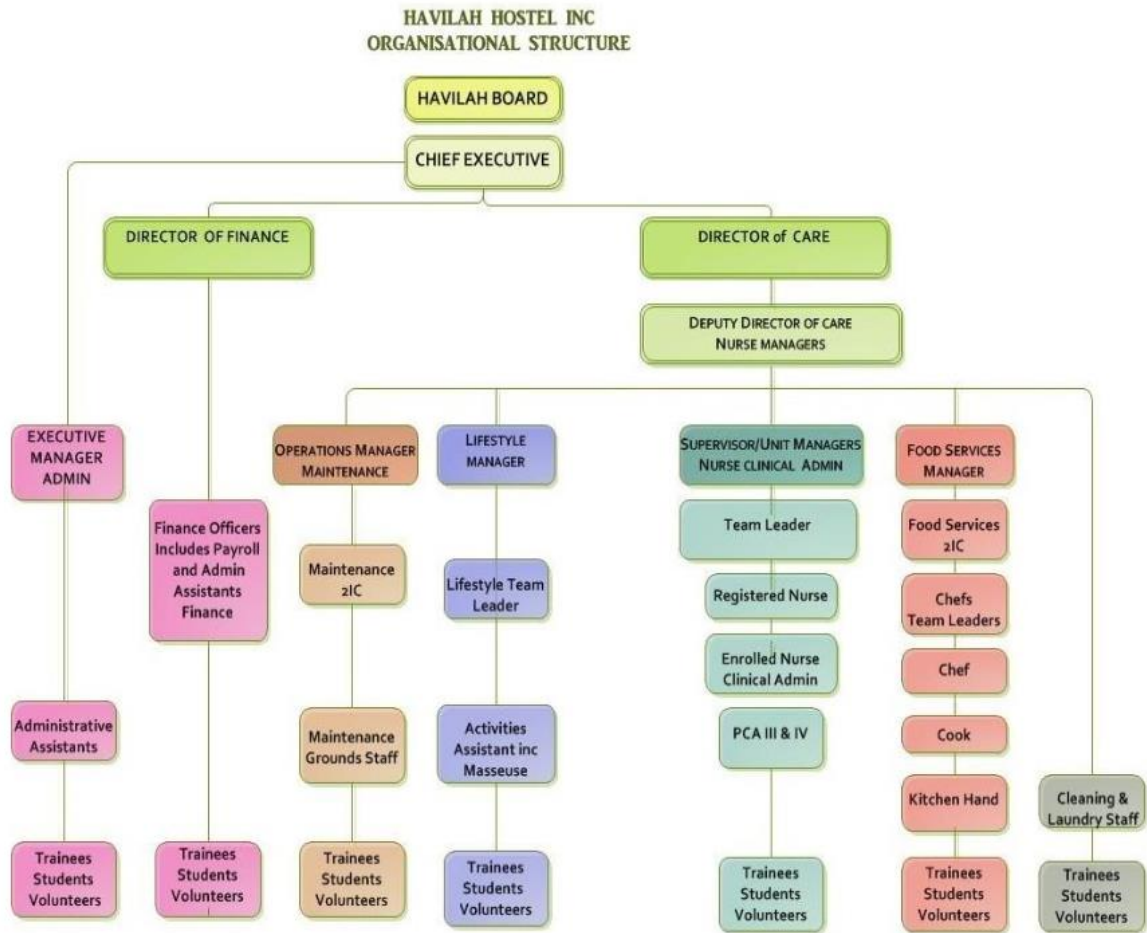
The above comprehensive income statement should be read in conjunction with the accompanying notes.

This financial statement is taken from the Annual Report please refer to the link below for more information

[https://www.havilah.org.au/uploads/1/3/1/7/13175793/h\\_ar\\_2020\\_website-final.pdf](https://www.havilah.org.au/uploads/1/3/1/7/13175793/h_ar_2020_website-final.pdf)



# Organisation Structure



# The Role

## POSITION OBJECTIVE

To provide visionary organisational leadership and support to the Board in achieving its Mission, Vision, Philosophy and strategic goals. To have input into and drive the implementation of the Strategic Plan as defined by the Board. (see Strategic Diagram at Appendix 1)

The Director of Finance, Director of Care and Executive Assistant (Marketing) are the current key personnel supporting the CEO in achievement of the position objective.

## KEY SELECTION CRITERIA – (Experience, Qualifications & Skills)

1. Organisational Leadership – able to provide visionary leadership executing organisational growth and continuous improvement
2. Familiarity with diverse business functions such as Finance eg review of financial reports and budgeting, Marketing, Public Relations, Human Resources, Risk Management etc.
3. Strong communication and interpersonal skills including the ability to engage with the local community
4. Excellent written, oral and public speaking skills, a persuasive and passionate communicator
5. Knowledge and Experience of the Aged Care Quality Standards and Aged Care Legislation to include
  - Personnel Management and Development
  - Risk Management
  - All requirements under the Governance Standard
  - Resident Dignity of Choice and Decision Making
6. Strong Computer Literacy including Word, Excel and Financial Packages
7. Experience/understanding/expertise of issues relevant to Havilah.
8. Experience in conflict management
9. Ability to interact well with Board's or similar governing bodies.

*For more information please refer to the Position Description on the HRS website*



# Remuneration

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The role is Full Time

The Board of Management will negotiate a competitive remuneration package with the successful applicant and it will be dependent upon qualifications and experience

The TRP is inclusive of:

- Base Salary
- Superannuation

Other Benefits Include:

- Salary Packaging

## How to Apply

Applications should include a:

- Covering Letter incorporating a response to the Key Selection Criteria;
- Current CV; and
- Completed Application Form (available on the HRS web site).

Applications can be lodged online via the HRS web site or by email at [hrsa@hrsa.com.au](mailto:hrsa@hrsa.com.au)

Applications Close: 12 November, 2021

## Further Information

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