



## INTERNAL POSTING

<b>JOB TITLE:</b>	Temporary Administrative Support, 4 month contract
<b>LOCATION:</b>	Perth office
<b>JOB SUMMARY:</b>	The successful candidate will be a part of the Administrative Team, providing coverage to all office sites as needed.
<b>JOB DESCRIPTION:</b>	Attached
<b>REPORTS TO:</b>	Manager of Organizational Services
<b>HOURS OF WORK:</b>	Monday, Wednesday, Thursday, Friday 8:30-4:30 Tuesday 1:00-8:00
<b>SALARYGRID:</b>	\$36,799.37 - \$39,026.70, pro-rated plus 9-14% lieu
<b>QUALIFICATIONS:</b>	<p>Diploma or Certificate in Business or Administration</p> <p>Demonstrated ability to work in Windows environment, proficiency with Microsoft Word, Excel, and Outlook; comfortable learning new software packages</p> <p>Excellent communication and interpersonal skills</p> <p>Must maintain client confidentiality at all times</p> <p>Must have full use of vehicle and valid Ontario driver's license and appropriate insurance.</p>
<b>TO APPLY:</b>	<p>Please indicate interest in writing to Laura Scott, Manager of Organizational Services postings@opendoors.on.ca by 4:30 pm February 11 2020 Interviews expected week of February 18 2020</p>

# OPEN DOORS FOR LANARK CHILDREN AND YOUTH

## JOB DESCRIPTION AND SPECIFICATIONS

**JOB TITLE:** Casual Administrative Support

**DATE REVISED:** October 13, 2016

**JOB SUMMARY:** Provides reception and basic administrative support services on a casual basis.

**REPORTING TO:** Manager of Organizational Services

### RESPONSIBILITIES:

#### 1.0 DIRECT SERVICE

- provides telephone and reception service
- responds to and refers requests for information
- attains basic referral information from clients, their parents and other professionals
- accesses and enters client information on EMHWare

#### 2.0 ADMINISTRATIVE

- performs general secretarial services including: types reports and correspondence, prepares outgoing mail/courier, faxes photocopies; reviews and distributes correspondence
- alphabetises filing for clinical records
- may arrange scheduling of volunteer drivers for clients

#### 3.0 FINANCIAL

- responsible for the operation of a petty cash fund according to policies and procedures of the agency
- maintains a list of needed office supplies

#### 4.0 TEAMWORK

- share in the responsibilities that foster positive teamwork
- share in the responsibility of fostering a safe environment that encourages consultation and peer support

Because of the changing nature of work and work to be done, other duties and responsibilities may be assigned.

## **JOB SPECIFICATIONS**

### **Education/Experience:**

Diploma or certificate in Business and Administration from a recognized community college and two year's experience and/or equivalent training and experience.

### **Required Skills and Abilities:**

Excellent word processing skills

Excellent communication and interpersonal skills essential

Demonstrated knowledge of office practices and procedures

Demonstrated ability to operate in a Windows environment, Microsoft essential.

Demonstrated ability to work with a data base.

### **Relationships:**

Counselling staff, clients, members of the general public, service personnel, and IT consultants

### **Work Conditions:**

Lack of privacy, congested workplace, frequent interruptions, noise

### **Financial:**

Authorized to spend and collect small amounts of cash.