



Job Posting: Administrative Assistant- Contract

TITLE	ADMINISTRATIVE ASSISTANT, GWSA Community Support Services
PART-TIME -CONTRACT	16 hours per week- One year contract with possibility of renewal
POSITION SUMMARY	The Administrative Assistant is responsible to provide front line response to community members and agencies interested in learning more about the GWSA's Community Support Services. To maintain all information and resources necessary for the function of the GWSA Community Support Services.
POSITION ACCOUNTABILITY	<ul style="list-style-type: none"> • Manager, GWSA Community Support Services • Guelph Wellington Seniors Association, Board of Directors VIA Human Resources Management Committee
RESPONSIBILITIES	<ul style="list-style-type: none"> • Monitor program outputs and maintain related statistical records as per the contract expectations of the United Way and other funders • Operate a multi-line phone and provide reception duties such as directing calls, receiving and relaying messages either through voice mail or personally, as required, and record all incoming and outgoing calls • Receive and direct all program participants and volunteers and provide initial intake and referral • Carry out duties required by the Health Partner Gateway and Care dove electronic client referral systems. • Co-ordination with program staff for client waitlist and placement administration • Provide administrative support to assist program staff to monitor delivery of services and quality of care ie. Maintain client database and related files, program delivery, evaluation, outreach program support and general administrative practices • Develop and maintain a library of resource materials • Assist in planning and implementing special events as needed • Provide administrative support to the Manager of GWSA Community Support Services ie. meeting minutes, room booking coordination, website and social media updates • Operate office equipment such as photocopier, postage machine, fax, shredder, as well as, ordering office supplies and tracking inventory
JOB QUALIFICATIONS:	<ul style="list-style-type: none"> • Experience in Gerontology, Healthcare or Human/Community Services in a administrative support role considered an asset. • Proficiency in windows-based operations (MS Office: Word and Excel) • Must have a demonstrated competence in provision of community services to seniors • Strong interpersonal skills including verbal, written and e-mail communication • Must have the ability to work with seniors and volunteers, have empathy, sensitivity, persuasiveness and reliability • Must be self-directed and work with limited supervision • Must have own transportation and a valid driver's license •
<p>To apply, please send cover letter and resume to; Cheri Herdman- Manager, Community Support Services cheri.herdman@gwsa-guelph.ca on or before October 30th 2019.</p>	