

Program Assistant, Whitby (Full-Time, 1 Year Contract)

The Program Assistant supports and may coordinate the day to day provision of services to clients as well as assisting and supporting volunteer management. This position also provides general office and administrative duties and promotes CCD's services, and volunteering.

Responsibilities include but are not limited to:

Provides general office services by:

- Providing reception / point of contact liaison and general information to clients, volunteers, staff and the public
- Maintaining filing system, reference, and resource material
- Maintaining client/volunteer records
- Maintaining office supplies, pamphlets, brochures, inventory, and maintenance of office equipment
- Processing of financial information for month end and payment of invoices, etc.
- Bank deposits of payments and donations
- Assists with email/mail outs
- Providing basic computer support and troubleshooting

Coordinates service provision by:

- Assisting with and/or coordinating delivery of transportation services
- Entering new client assessments into database
- Liaising with various offices and organizations in the coordination of service provision
- Maintaining statistical data, billings and collection of accounts in arrears
- May be required to deliver meals as needed in the event that a volunteer is unavailable

Provides volunteer management by:

- Assisting with recruiting, screening, orienting, training and recognition of volunteers
- Scheduling volunteer activities
- Supporting and monitoring volunteers

Promotes community support by:

- Promoting Community Care's services / assisting with local initiatives and fundraising

Qualifications required:

- Post-secondary education in administration, social service, volunteer management, or related field
- Proven knowledge of the principles and practices of community support services and scheduling
- Excellent interpersonal, communication, teamwork and organization skills
- Intermediate computer skills and experience with database entry and maintenance
- Knowledge of the needs of the elderly, individuals with mental health issues and persons with disabilities



Community Care Durham

SUPPORTING PEOPLE, STRENGTHENING COMMUNITY

- Satisfactory Police Vulnerable Sector Check
- Sensitivity to adults with needs related to aging, physical and/or mental health
- Adhere to all safety protocols including COVID-19 safety practices and all full vaccinations that align with current public health regulations where medically able in accordance with our Immunization Policy
- Must work in a safe manner and promote the health and safety of all staff, volunteers, clients and the community as outlined within CCD policies

Compensation: Starting at \$19 per hour with 6% vacation pay

Please apply in writing referencing posting #2022-185 outlining qualifications and experience by 4:00pm on Thursday, August 17th, 2022, to Human Resources, Community Care Durham email: careers@communitycaredurham.on.ca