

Program Assistant

(Assisted Living Services, Supportive Housing, Respite, Congregate Dining, Home to Stay)
(Full-Time)

Community Care Durham seeks an experienced team player who can work independently, demonstrates commitment to the values and mission of Community Care Durham. Reporting to the Program Manager, the Program Assistant supports the day-to-day provision of services; coordinates the provision of various In Home Supports Program Services and participates as an effective member of the Community Care team.

Responsibilities include, but are not limited to:

- Liaison with various offices & organizations in the coordination of service provision
- Implementing & evaluating services in consultation with supervision to meet client/service needs
- Respond to telephone inquiries on a timely basis
- Maintaining filing, reference and resource material, statistical data, and data inputting
- Creating and updating databases, statistical and other program information
- Maintaining office supplies and inventory
- Finance – payroll, invoice submission, billings/ collections
- Assist with student preceptorship and volunteer management (recruiting, screening, orientation, training, scheduling, monitoring)
- Provide basic IT support
- Participate in Training / In-Service Coordination
- Promoting Community Care Durham's services; working within the team to support all services; assisting with Program/Community Care Durham initiatives
- Work with the organization's administrative team
- Performs miscellaneous job related duties as assigned

Qualifications required:

- Post-secondary diploma in a related field such as office administration, marketing, human services, gerontology or an equivalent combination of education and experience directly related to the position
- 1 Year experience in Computer applications including Microsoft Office Suite and CRM software
- 1 Year experience in Office Administration
- Good working knowledge of the principles of community support services including community, mental health and gerontology, volunteer management, and scheduling
- Strong written and verbal communication skills
- Strong attention to detail
- Ability to work as a team player
- Reliable vehicle and ability to travel within Durham Region
- Satisfactory Police Vulnerable Sector Check or Enhanced Police Information Check
- Sensitivity to adults with needs related to aging, physical and/or mental health
- Adherence to COVID-19 safety practices including two doses of COVID-19 Vaccine (where medically able in accordance with our Immunization Policy)



Community Care Durham

SUPPORTING PEOPLE, STRENGTHENING COMMUNITY

- 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 \$33,215 annually; three (3) weeks' vacation per year of work; 11 paid (including stat) holidays; health, insurance, and pension benefits when eligible.

* Pay will be commensurate based on education and experience

Please apply in writing referencing posting #2022-202 outlining qualifications and experience by 4:00pm Friday, September 23rd, 2022 to Human Resources, Community Care Durham email: careers@communitycaredurham.on.ca