

## Full-Time Hub Assistant, Ajax/Pickering

Reporting to the Hub Supervisor, the Hub Assistant provides reception and administration support to the local Hub to staff and volunteers for all programs.

Responsibilities include but are not limited to:

### Front Office Assistance

- Receiving incoming personnel and items while applying appropriate screening protocols and informing parties of their arrival;
- Answering phone inquiries, transferring calls, takes messages;
- Processing incoming and outgoing mail;
- Assigning security keys and badges to staff and volunteers;
- Maintaining entry appearance of the Hub (brochures, cleanliness, sanitation practices, etc.,).

### Administration

- Assisting Hub Supervisor to set weekly agendas for meetings and taking minutes;
- Completing weekly deposits/reconciliation for service-related finances and donation using CCD Financial systems.

### Hub Assistance

- Maintaining office Health and Safety bulletin board;
- Maintaining Hub kitchen sanitation;
- Working with Procurement to maintain office supplies;
- Cross training with other positions in the Hub for continuation of service delivery;
- Providing support to all Community Supports personnel in the Hub for program support on a needs basis (backfilling when necessary).

### Qualifications required:

- Post secondary education in Office Administration or related field
- Minimum 1 year of experience in administrative role is an asset
- Intermediate experience using Microsoft Office (Word, Excel, SharePoint, PowerPoint) and strong computer skills
- Experience using a Client Information Management System is an asset
- Strong customer service skills with the ability to work in a fast paced environment
- Strong communication and organizational skills with the ability to multitask
- Sensitivity to the needs of the frail elderly and persons with disabilities, including challenges in cognition
- Satisfactory Police Vulnerable Sector Check



**Community Care Durham**

SUPPORTING PEOPLE, STRENGTHENING COMMUNITY

- Sensitivity to adults with needs related to aging, physical and/or mental health
- 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 \$36,000 annually; three (3) weeks' vacation per year of work; 9 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 #2024-23 outlining qualifications and experience by 4:00pm on Friday, March 29<sup>th</sup>, 2024, to**

**Human Resources, Community Care Durham email: [careers@communitycaredurham.on.ca](mailto:careers@communitycaredurham.on.ca)**