

Casual Hub Assistant, Durham Region

Reporting to the Hub Supervisor, the Hub Assistant provides reception and administration support to the Hubs across the Durham Region (Ajax/Pickering, Whitby, Bowmanville, Port Perry) 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



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
- 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 \$20 per hour; plus 4% vacation pay

Please apply in writing referencing posting #2024-30 outlining qualifications and experience by 4:00pm on Thursday, April 18th, 2024, to

Human Resources, Community Care Durham email: careers@communitycaredurham.on.ca