Communitas - Staff Position Description
SUPPORT STAFF

TITLE: Administrative Assistant
LOCATION: Topaz Place, Chilliwack
REPORTS TO: Manager of Care

POSITION SUMMARY
Primary focus of this position is to assist the Manager of Care with administrative duties and special projects at the Topaz program.

SPECIFIC DUTIES
Provide support to the Manager of Care in the following areas:
- Ensure employment requirements for program staff are completed/current
- Assist manager as needed with intake and discharge of persons served on Nucleus
- Assist with payroll and ledger maintenance as needed
- Collect data and complete regular outcomes measures reports; Recovery Centered Clinical Systems on Nucleus
- Compile results of admission/discharge self-checklists as needed
- Compile and update occupancy records, persons served personal profiles and emergency cards
- Ensure that all documentation used in the group living home complies with licensing and accreditation standards
- Ensure program policy and procedures manual is kept up to date
- Ensure an adequate supply of tour packages and person served binders are prepared and archived as necessary
- Submit medical billing to Mental Health
- Prepare and distribute staff meeting minutes as required
- Prepare invoices and mail Ministry of Housing and Social Development for per diems and fax copy to accounting
- Assist with Fraser Health Authority statistics as required
- Other duties or projects as assigned

REQUIREMENTS
- 2 plus years office/administrative experience
- Experience with compiling reports and other documentation
- Excellent computer skills with experience in Microsoft Office (Word, Excel)
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Knowledge/experience relating to people who have a mental illness is an asset
- Excellent teamwork skills, as well as the ability to work independently without supervision
- Excellent written and verbal communication skills
- Ability to take initiative with creativity and flexibility
- Ability to work accurately and effectively in a fast-paced and changing environment
- Possession of a valid Emergency First Aid Certificate with CPR-C (must maintain valid certification)