

TITLE: Contracted Services Administrative Assistant

LOCATION: Abbotsford, BC

REPORTS TO: Child and Youth Respite Services Coordinator

POSITION SUMMARY

This full-time 38 hour/week position provides administrative assistance to the Contracted Services Coordinators. **8 hours of this position are permanent and 30 hours are temporary, end date TBD.**

Work schedule is business hours, Mon-Thurs 8:30am to 4:30pm, Fri 8:30am to 2:30pm.

SPECIFIC DUTIES

1. Program Support

- Process criminal record checks
- Track requirements (First Aid, Driver's Abstracts etc.) for contractors, send out requirements, inform contractors when requirements are coming due
- Fulfill First Contact responsibilities including sending out applications, filing, completing initial screening, checking references and tracking new applicant process
- Assist Coordinators with scheduling training events for contractors
- Attend transition fairs, training events, and other recruitment events
- Attend the monthly Contracted Services Meeting and record accurate detailed minutes
- Monitor applicant list of potential contractors
- Monitor and ensure annual renewal of specific person served forms
- Monitor and update electronic files on Nucleus Labs for both persons served and contractors
- Maintain/update contact information for contractors and families
- Copy and distribute information to contractors and families in the program
- Review person served finances in the Home Share program

2. Clerical Duties

- Receive, scan and electronically file caregiver respite invoices
- Create and distribute quarterly newsletter content, including teaching and resources
- Record and distribute meeting minutes as required
- Compile yellow binders for new Home Share supported persons
- Clerical assistance as needed by Contracted Service Coordinators

3. Financial Duties

- Submit caregiver invoices to accounting for payment
- Calculate and record payment amounts and forward to Accounting for payment
- Maintain/update caregiver payment spreadsheet
- Record days/hours of respite used on Respite Service spreadsheet

REQUIREMENTS

- Proven office/administrative experience
- Excellent computer skills with experience in Microsoft Office (Word, Excel, Access)
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Outgoing personality that can relate well to families/caregivers and positively represent Communitas in the community
- Knowledge/experience relating to people who have diverse abilities or illness is an asset
- Able to take initiative and work independently
- Excellent written and verbal communication skills
- Excellent teamwork skills, as well as the ability to work interdependently without supervision
- Ability to work accurately and effectively in a fast-paced and changing environment
- Proof of COVID-19 full vaccination

Wage Range: \$21.83-\$24.64

APPLICATION CLOSING DATE: April 5, 2024

POSITION START DATE: ASAP

POSITION END DATE: To be determined

RESPOND IN WRITING TO: Layne Bieber, HR Manager-Recruiting
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