Office Assistant

POSITION POSTING # 1796
SERVICE AREA: Administration - Community
LOCATION: Kerry’s Place Toronto Region - Toronto
POSITION STATUS: Temporary Part Time (Contract to October 7, 2018; two weeks written
HOURS OF WORK: Irregular hours per week (days and evenings; flexibility required)
HOURLY PAY RATE: $14.00 per hour
CLOSING DATE: 4:30pm, February 14, 2018

POSITION SUMMARY: Reporting to the Manager of Community Supports and as part of the Kerry's Place Autism Services administrative team, the Office Assistant is responsible for providing reception support as well as general clerical/administrative support to staff and management of Kerry’s Place Autism Services.

Kerry’s Place offers a competitive overall compensation package which includes but is not limited to: 5% in lieu of group benefits; the ability to participate in our employer matched Registered Retirement Pension Plan; 4 % in lieu of vacation pay to start; 2 weeks unpaid vacation, and 10 personal emergency leave days (2 paid, 8 unpaid). We also provide developmental and training opportunities from the onset such as NVCI, Autism Spectrum Disorder specific training, CPR/First Aid etc. Our Part-Time staff can choose to work numerous shifts weekly while still enjoying the flexibility of work life balance.

KEY RESPONSIBILITIES:
- Through actions, supports the Mission, Vision, Values and Strategic Plan of Kerry’s Place.
- Reviews and adheres to all Policies and Procedures, including: Finance & Administration; Services & Supports; Human Resources; Health & Safety, and all other.
- Adheres to employee responsibilities for Health & Safety as defined by the Occupational Health and Safety Act (OHSA) and applicable regulations.
- Provide a welcoming environment for employees of Kerry’s Place Autism Services, people supported by Kerry’s Place Autism Services and their families and members of the public.
- Perform administrative duties including: mail collection and pick-up.
- Laminating resource materials.
- Photocopying and scanning.
- Word and data processing (input documents into the database).
- Performing online research.
- Assist with library administration.
- Filing and storing away office supplies.
- Adhere to strict confidentiality standards of Kerry’s Place Autism Services.
- Other related duties as assigned.
• This position supports adults.

The successful candidate will possess the following qualifications:
• Education: Ontario Secondary School Diploma (OSSD), or equivalent.
• All applicants will be required to meet all criteria to enroll and complete the ASD Job Readiness Program offered in partnership with Kerry’s Place Autism Services & JVS:
• Basic computer skills, including features of Microsoft Office
• Good communication and interpersonal skills
• Good telephone skills and knowledge of telephone etiquette
• Must have the ability to complete the Non-Violent Crisis Intervention (NVCI) certification, First Aid/CPR as well as perform the required physical techniques. Training will be provided.
• French language skills will be considered an asset.

In addition to a competitive compensation package, we focus on health and wellness including fitness and family-focused benefits and work life balance.

Kerry’s Place is an equal opportunity employer and is committed to diversity and inclusivity in employment and welcomes applications from all qualified persons. Kerry’s Place is also committed to providing accommodations for persons with disabilities. If you require an accommodation, we will work with you to meet your needs.

To apply:
Internal applicants – Please apply through ADP. Log in and go to Myself > Talent > Career Centre
External applicants - Click here to apply

This position is open to internal and external applicants. Only those selected for an interview will be contacted.

We thank all applicants for your interest in Kerry’s Place Autism Services.