



Administrative Assistant-Canada Summer Student Position

Position Summary

Since 1995, the compassionate caring staff and volunteers of Hospice Vaughan have supported individuals and their families, as they journey through a life-limiting illness. Serving with love and dignity, our commitment is to care for individuals to live fully and ensure a better ending. Our interdisciplinary team of professionals includes Social Workers, Psychotherapists, Registered Nurses, Registered Practical Nurses, Personal Support Workers, Physicians, and our volunteers who provide programs and services to the individuals we care for in our community and within our residence. Additionally, we care for the family members, caregivers, and friends during their loved one's illness, and afterwards with grief and bereavement support. Our Hospice Palliative Care Hub includes a 12-bed hospice residence, that provides a final peaceful homelike space for individuals and their families who require end of life support. In addition, we offer a range of support programs for our community.

Position Summary:

We are seeking a dynamic and organized individual to provide comprehensive administrative support to two key managers within our organization. The Manager of Volunteer Services and the Manager of Residence. This is a unique opportunity to contribute to two diverse and impactful teams, supporting initiatives that make a difference in our community

Reporting to the Manager of Volunteer Services, this person will assist in ensuring that our current volunteer roles are meeting the needs of our residence and the community, working collaboratively with various staff and departments, this key position will help ensure that the volunteers are appropriately recruited, screened, and trained and supported in their roles.

The administrative assistant will also provide support to the Manager of Residence to enter data into information systems and databases, preparing reports using the Microsoft suite applications.

Title: Administrative Assistant
For: Full time Students Aged 15 – 30 years
Stats: 8 Week Summer Position
Reports to: Manager Volunteer & Residence
Hours of work: 35 hours per week
Length of employment: 8 continued weeks
Rate of Pay: \$16.55 per hour

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Responsibilities:

Provide administrative and clerical support to hospice staff and assist in recruitment, screening, interviewing, and checking references for all volunteers. Work with the Manager to assess suitability of potential volunteers for the frontline service, administration or other volunteer roles required. Help coordinate volunteers shift assignments, provide ongoing communications to all volunteers, and help ensure the development and/or maintenance of job descriptions for all Hospice Vaughan volunteers. Enter data into information systems and databases, as directed. Identify areas of improvement and provide resolutions and enhancements for operational excellence.

Qualifications:

High School Grad enrolled in College or University program Experience and knowledge about the hospice sector and/or the non-profit sector is an asset A strong teamwork orientation and the ability to effectively interface with distinct functions/business Energetic and articulate, proved self-starter and leadership abilities

- Excellent Organizational and planning skills
- Proficient with computers/technology/Various Databases
- Proficient in MS Office (Outlook, Word, Excel)
- Compile and prepare written documents and reports.
- Attention to details, strong time management skills.
- Understanding of programming and/or database query tools
- Excellent verbal communication in English (French or second language an asset)
- Sensitive to work within Hospice Palliative care and end of life care environment
- Team oriented and committed to a positive work culture with a “can do” approach.
- Successful candidate is required to provide a vulnerable sector reference check.

Must be a Canadian citizen, permanent resident or have refugee status, legally entitled to work in Canada.

Qualified applicants are invited to forward a cover letter and resume to Christine Baird, Manager of Residence at email christineb@hospicevaughan.com Please specify Summer Student – Administrative Assistant” in the subject line of your email. Include your personal email and phone number. Posting will remain open until hiring completed.

We thank all applicants for their interest, however, only those candidates who have been short-listed will be contacted. Please no phone calls or agency inquiries.

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