



## **ADMINISTRATIVE & SCHEDULING ASSISTANT**

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**Position Type:** Part Time, 2 Positions Available

**Location:** This is a home-based weekend position but requires orientation during the first two weeks Monday through Friday (specific hours are flexible).

Schedule:

Weekend Day (20 hours): Saturday/Sunday 6am-2pm; Monday 6am-10am

Weekend Night (21 hours): Saturday/Sunday 2pm-10pm; Friday 5pm-10pm

**Compensation:** \$20.07 per hour – as per Community Living Collective Agreement, with extended benefits, MSP coverage and Pension Plan after probation.

This position is accountable to the Team Leader or Supervisor.

### **MANDATE**

To perform a variety of administrative duties and manage short notice call out and scheduling of shift assignments in Community Housing and Community Inclusion programs.

### **EDUCATION AND QUALIFICATIONS**

- Completion of Grade 12 and administrative courses, or equivalent competency
- Minimum three years of experience in general clerical / administrative support
- Demonstrated ability to operate HR data base and scheduling software
- Demonstrated ability to administer applicable sections of the collective agreement
- Proficient in the use of ShareVision and some experience with Excel
- Clear and concise oral and written communication skills; well-developed interpersonal communication skills
- Ability to communicate effectively by telephone and by e-mail
- Ability to interact effectively with others
- Ability to keep calm when under pressure from time constraints
- Excellent problem solving skills
- Detail oriented with priority given to accuracy while frequently working under pressure of meeting deadlines
- Ability to organize work and carry out duties with independence and limited supervision

### **SHIFTS**

Employees will be assigned to work weekends and statutory holidays.

### **RESPONSIBILITIES**

- Calls relief workers to offer them short notice assignments
- Confers with the on-call Team Leader if shift coverage cannot be found within established parameters
- Enters shift changes into the staff scheduling system
- Runs pre-designed scheduling reports and performs updates
- Performs a variety of administrative duties, including but not limited to:

- Processing of scanned documents on ShareVision
- Reviewing program schedules/looking ahead for gaps and checking staffing ratios
- Follow up with relief workers on availability.
- Follow up with employees on driver's requirement
- Inputting approved leave requests into the staff scheduling system
- Participates in all aspects of the Health and Safety Program in order to provide a safe work environment. Reports all concerns to the Team Leader or Supervisor

### **ADDITIONAL INFORMATION**

Employees will work from their home and will be provided with the necessary equipment to perform their duties.

### **Who are We?**

*pos* **Abilities** assists persons with developmental disabilities to lead meaningful and healthy lives by partnering with the community to provide a comprehensive range of person-centered services for individuals and the families who care for them.

Interested parties please apply with your resume via our website at [www.posAbilities.ca/careers](http://www.posAbilities.ca/careers) or via email to [careers@ posAbilities.ca](mailto:careers@posAbilities.ca). Please note, while we would like to connect with everyone interested in this position, only applicants chosen for interviews will be contacted.