



Job Posting

Administrative Assistant (Non-bargaining- short term contract, full-time position)

Nature and Scope:

The Administrative Assistant is under the direction of the Interim Shelter Director. The Administrative Assistant is responsible for assisting the Director in providing on-call services, the delivery, management, and evaluation of staff and the services and programs of the Shelter, and legislative compliance; such as, but not limited to Human Rights Code, Shelter Standards, Health and Safety and other applicable Acts.

Administrative:

- Advise, consult and assist the Director with respect to any rules and regulations, which are required to successfully operate the programs and services of the Shelter
- Assist in the preparation of the budget submission and reports to the Ministry
- Assist the Director in ensuring that all requirements of the service contract are met including the accurate collection and timely submission of required statistics.
- Attend bi-weekly case management and staff meetings, as required
- Assist in the orientation of new staff

Anduhyaun Shelter:

- Maintain current and accurate client files, including weekly Case Management by checking in with staff regarding outreach and active in-house clients.
- Maintain the Residential Counselors monthly schedules
- Liaise and coordinate with the community and other shelters in the greater Toronto area to keep current on emerging issues that face violence against women and homelessness

Shared Responsibilities:

- In conjunction with the Director, respond to crisis while taking necessary precautions to ensure personal safety at all times and provide on-call service
- Assist with special events, attendance of community meetings representing Anduhyaun Inc., and other events on behalf of Anduhyaun, as requested
- Participation in and contribution to Management Meetings, as required

Travel:

From time to time, you may be required to perform duties at either of Anduhyaun's locations and some travel may be required.

Interested parties are to submit their resume and cover letter by 2:00pm on Friday March 9th, 2018 to passisitant@anduhyaun.org.