



Job Posting - External

POSITION: Administrative Assistant (two positions) - Summer Student position

LOCATION: 14/26 Vaughan Road

SHIFT: 9am-5pm

Na-Me-Res (Native Men's Residence) located in Toronto, is a diverse, multi-service organization. Through a culture-based approach that addresses the holistic needs of its clients, Na-Me-Res' mission is to provide temporary, transitional and permanent housing to Aboriginal men experiencing homelessness in Toronto, while providing outreach and support services to the broader Aboriginal homeless population.

MAIN FUNCTION:

The Shelter Administrative Assistant will be responsible for various administrative tasks (e.g preparing reports, administering satisfaction surveys etc.). In addition, the Shelter Administrative Assistant will provide support to the care team and assist with client care delivery as needed.

DUTIES AND RESPONSIBILITIES:

- Maintains statistical data
- Assists to maintain accurate and up-to-date case files
- Provides written reports as requested
- Assist in developing and implementing quality improvement processes
- Provides support in life skills programming for clients
- Assists clients to address immediate basic needs
- Attends individual and team meetings and assists with recording minutes
- Participates in formal training initiatives
- Other related duties as assigned by the Manager and the Administrative team

REQUIREMENTS:

- Must be a minimum of 18 years of age
- Must be registered with Miziwe Biik Aboriginal Employment and Training
- Must be registered to return to school in the Fall
- Experience working in a social service setting
- Understanding of Aboriginal history and culture
- Excellent communication skills
- Ability to work independently and as part of a team environment
- The successful candidate must provide a Police reference check and/or Federal government screening as a condition of employment

Na-Me-Res encourages Aboriginal applicants (First Nation, Métis, Inuit and those who self- identify). We thank all applicants however only those selected for an interview will be contacted. If you are invited to an interview and require accommodation, we will make every effort to accommodate you.

CLOSING DATE: May 17, 2019 at 12pm

A cover letter and resume can be submitted to:

Human Resources

26 Vaughan Road, Toronto, ON M6G 2C4

Fax #: (416) 656-3180 / **Email:** jobs@nameres.org

(Hand delivered applications will not be accepted/no phone calls please)



MIZIWE BIIK
ABORIGINAL EMPLOYMENT AND TRAINING