



Kahnawake Shakotia'takehnhas Community Services

EMPLOYMENT OPPORTUNITY

Administrative Assistant II, Assisted Living Services (6-Month Contract)

KSCS is seeking an experienced and responsible individual to provide overall administrative support and Reception services to the Manager of Assisted Living Services and staff. The Administrative Assistant independently applies learned skills and knowledge associated with administrative tasks to complete diverse, moderately complex assignments within defined policy and according to objectives.

Under the supervision of the Manager of Assisted Living Services, the Administrative Assistant receives and directs visitors and clients to appropriate locations and parties. Operates a multiple line telephone system. Notifies personnel of visitor arrival. Additional duties include filing, sorting, mail distribution and completing special clerical projects.

Required Education & Experience:

- A D.E.C. in Administration, Secretarial or related field(s) of study and (2) years relevant experience.
- Minimum High School Diploma and three (3) years or more relevant experience.
- A valid drivers' license and access to a vehicle is a requirement.

Status: 6-Month Contract, three (3)-month probationary period.

Salary: Starting at 25.95/hour.

Schedule: 35 hrs/week; must be willing to work flexible hours as necessary.

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at KSCS main reception or at www.kscs.ca. Please call 450-632-6880 for more information and submit completed applications, online, to: humanresources@kscskahnawake.ca.

Deadline to apply is: Friday, August 28th, at 12:00 pm.

GENERAL INFORMATION	
Code:	A3
Job Title:	Administrative Assistant II (ALS)
Department:	Family Services, Assisted Living Services
Date of Job Description:	April 2, 2011
Job Reports To:	Manager of Assisted Living Services

JOB DESCRIPTION SUMMARY
Under the supervision of the Manager of ALS, the Receptionist/Administrative Assistant is responsible to manage the day-to-day administrative operations of ALS programs and human resources and to perform all the related administrative duties.

CORE RESPONSIBILITIES AND DUTIES	
Core Responsibilities	Duties
Provides reception services to ALS.	➤ Answers the main telephone system and forwards messages, changes the recording system as needed, sets the evening mode, etc. ➤ Inputs and maintains a telephone directory for the ALS department. ➤ Reserves and schedules meeting and conference rooms. ➤ Picks up, sorts, and distributes mail and drops off mail back at main building. ➤ Operates ALS business machines, computers, troubleshoots and provides assistance to staff when requested.
Provides administrative support to ALS.	➤ Networks with the ALS Manager and the KSCS Information Systems Manager maintaining the ALS computer network, individual computer stations and printers, and communicates any problem areas to the KSCS Information Systems Manager. ➤ Assists in the development of internal and external communications, and circulates all related memos and information upon requests to ALS employees. ➤ Performs general typing assignments. ➤ Drafts, designs and types forms and templates as needed by ALS management and employees. ➤ Provides support to FSRS Case Workers: filing and scheduling replacement Inclusion workers. ➤ Provides administrative support to YAP: typing, helping with tracking of fun fair (donations); monthly calendar. ➤ Creates and maintains the file management and file management procedures for all incoming and outgoing files. ➤ Maintains the standard operating procedures and policies for systems within ALS. ➤ Acts as point of contact for internal logistical requirements. ➤ Liaises with all other KSCS components. ➤ Sets up and utilizes database systems. ➤ Organizes and participates in all ALS staff meetings and client related meetings (i.e., case conferences), takes minutes and records decisions; distributes minutes. ➤ Organizes and participates (if assigned) the various assigned working groups by attending meetings, recording minutes, reporting on meetings, and distributing meeting minutes. ➤ Prepares Purchase Orders for signatures for ALS, FSRS/YAP and ILC. ➤ Receives all ALS timesheets (weekly and monthly) and ensures the timesheets are signed by appropriate personnel, filed and forwarded to KSCS Finance department. ➤ Reviews, tracks and maintains the KSCS summary timesheets for ALS staff members. ➤ Responsible for ALS Petty Cash. ➤ When required, provides supervision to Administrative Stage students. ➤ Provides orientation of ALS to new employees. ➤ Keeps inventory and stocks all ALS office, computer and business-related supplies. ➤ Completes inventories and restocks all ALS First Aid kits within the ALS Administration, ILC Maintenance and Security, and YAP program. ➤ When directed, replaces Manager/Team Leaders of Assisted Living Services during his/her absence.
Provides administrative support to the ILC Team Leader.	➤ When necessary, prepares, amends and modifies the ILC Maintenance and Security Shift Calendar, posts and notifies all parties. ➤ When needed, maintains and updates the ILC Maintenance and Security Information Binder and all related charts with current and updated numbers, addresses, etc.

	➤ Prepares and obtains necessary signatures and forwards to KSCS Finance, the monthly ILC Rental Invoices. ➤ Prepares all the related annual Rental Lease agreements or new leases, obtains necessary signatures and forwards to KSCS Finance the ILC Weekly Allowance Cash Requisition Forms. ➤ Prepares and obtains necessary signatures and forwards to KSCS Finance any other related financial Cash Requisition or Purchase Orders for the ILC Kitchen, etc. ➤ Maintains the ILC Medical Appointment Calendar and advises the ILC Team Leader and ILC staff of upcoming client appointments and makes or cancels medical appointments when requested. ➤ Provides administrative support to the Human Resources component for ILC, in preparing all related contract requests, stage students, summer student applications and preparing the annual performance appraisal packages. ➤ Assists in developing and maintaining an ILC resource network to support the program and projects (volunteers, mailing list, information, etc). ➤ Prepares ILC Admissions Information packages and any other information or promotional packages as directed. ➤ Ensures all necessary assessment tools and reporting forms are in stock and available to staff. ➤ Assists in the preparing of year-end reporting. ➤ Assists in carrying out and attending activities for the program whenever possible.
Provides administrative support to the FSRS Team Leader.	➤ Provides administrative support to the Human Resources component for FSRS, by preparing all related contract requests, stage students, summer student applications and preparing the annual performance appraisal packages. ➤ Assists in developing and maintaining a FSRS resource network to support the program and projects (volunteers, mailing list, information, etc). ➤ As directed, responsible to prepare, obtain necessary signatures and forwards to KSCS Finance any other related financial cheque requisition or Purchase Orders for Teen Social Club, YAP activities, etc. ➤ Prepares FSRS Information packages and any other information or promotional packages as directed. ➤ Ensures all necessary assessment tools and reporting forms are in stock and available to staff. ➤ Assists in the preparing of year-end reporting. ➤ Assists in carrying out and attending promotional activities for the program whenever possible.
Performs any other job-related duties as may be required by the immediate Supervisor.	

ENVIRONMENTAL FACTORS	
Environment:	➤ Regular work week, some flexible hours.
Stress Factor:	➤ Moderate stress with some periods of high stress.
Deadlines:	➤ Some tight deadlines (unplanned).

ACCOUNTABILITY	
➤ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives. ➤ To ensure efficient functioning of the duties for the position of Administrative Assistant at ALS. ➤ To provide accurate and timely administrative support services to all ALS Service Areas: ALS, FSRS, ILC, YAP. ➤ To provide timely and accurate production of high-quality documents and forms; with accuracy, requiring correct spelling, syllabication and punctuation, and proof-reading for typographical and grammatical errors. ➤ To ensure all phone calls and responses to visitors and staff are answered in a courteous and timely manner. ➤ To maintain a user-friendly filing system. ➤ To maintain confidentiality practices.	

QUALIFICATIONS	
Education and Experience required	➤ A D.E.C. in Administration, Secretarial or related field(s) of study and (2) years relevant experience. ➤ Minimum High School Diploma and three (3) years or more relevant experience.
Skills and Requirements	➤ Strong interpersonal skills required. ➤ Excellent verbal and written communication skills required. ➤ Excellent knowledge of computers and programs (Microsoft Office). ➤ Experience in minute taking. ➤ Good knowledge of office machines. ➤ Strong organizational skills and ability to prioritize work as new demands surface. ➤ Ability to work independently and in a team setting. ➤ Ability to multitask and make decisions.

	➤ Ability to relate well to residents and clients. ➤ Ability to remain calm in different situations as they may arise. ➤ Valid driver’s license and access to a vehicle is a requirement. ➤ Ability to handle moderate stress to high stress associated with meeting deadlines. ➤ Available for flexible hours to participate in KSCS activities. ➤ Lifestyle must reflect that of a positive role model.
Assets	➤ Knowledge of Kanien’keha.

Immediate Supervisor

Incumbent

Date