



## **AGENCY ASSISTANT Summer Contract: May - August 2024**

Family Transition Place operates an emergency shelter, counselling and outreach programs for women and their children. Working in a team environment, the Agency Assistant position will require flexibility and skills to support Family Transition Place administration:

### **Responsibilities will include:**

- Assist with meal preparation, kitchen cleaning and inventory management
- Assist with general reception duties for the Agency including ensuring the security of the front entrance of the facility during office hours
- Follow Agency procedures to sign in/out Clients and Visitors to ensure safety and privacy at all times; utilize scheduling software to book/update/cancel appointments and meetings
- Interact with Shelter, Outreach and Counselling staff to transfer operational information regarding staffing, scheduling and client related matters
- Comply with client privacy & confidentiality expectations
- Participate in weekly Shelter Staff team meetings
- Assist with other Agency programs (i.e., Shelter, Transitional Support, Counselling, Community Relations, Resource Development, Facilities) in a variety of ways as needed which could include grounds maintenance (lawn cutting, trimming, raking and weeding gardens), general cleaning of common areas in shelter, cleaning and preparing individual living units in shelter or SSH for occupancy, maintaining health and safety and cleanliness of all facilities, supporting clients with household chores and discharge procedures
- Participate in the tri-annual First Aid, AED, CPR training held in June if applicable
- Adhere to Agency policies and procedures and comply with required legislative and regulatory requirements such as COVID safety protocols, OHSA, AODA, WHMIS, Safe Food Handling Training, Fire Safety Equipment, etc.

### **Qualifications:**

- Youth (18 – 30 years of age)
- Ability to work both cooperatively as a team member and independently
- Ability to concurrently manage and complete multiple duties, prioritizing as required
- Reliable transportation (own vehicle and driver's license not required, but considered an asset)
- Adaptability, communication, problem solving and digital skills

### **Reception**

- Experience in operating a multi-line telephone system
- Effective oral, written, listening and telephone communication skills
- Customer service experience
- Computer literacy in word processing using Windows applications and data bases

### **Agency Assistant**

- Knowledge and skills in the use of: lawn & garden equipment, cleaning supplies, kitchen equipment
- Experience with safe food handling practices
- Child care experience

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20 Bredin Parkway, Orangeville, Ontario L9W 4Z9 tel 519-942-4122 fax 519-942-8243  
www.familytransitionplace.ca Charity BN: 107376378RR0001





**Hours of Work:**

- 35 hours per week, Monday thru Friday 8:30am – 4:30pm On-site (16 weeks)

**Wages:** \$17.00 per hour

**Please Note:** **This summer employment opportunity is dependent on Canada Summer Jobs funding approval.**

Family Transition Place is dedicated to achieving a workplace that reflects the diversity of the community it serves and welcomes applications from all qualified candidates. We thank all applicants for their interest but only those selected for interviews will be contacted.

**Forward your resume by 4:00pm Friday, April 5, 2024 to:**

**[jobapplication@familytransitionplace.ca](mailto:jobapplication@familytransitionplace.ca)**

**Fax#: (519) 942-8243**

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