



## ADMINISTRATIVE ASSISTANT SUMMER STUDENT

### JOB POSTING

<b>Position Title:</b>	Administrative Assistant Summer Student	<b>Employee Group:</b>	Temporary Full-Time
<b>Department:</b>	Administration	<b>Classification:</b>	Student
<b>Posting #:</b>	SS-2023-06	<b>Hours/Week:</b>	35
<b>Application Deadline:</b>	June 30, 2023	<b>Hours:</b>	TBD
<b>Application Details:</b>	8 Week Duration	<b>NOTE:</b>	<b>Canada Summer Jobs Program</b>
<b>Start Date:</b>	TBD		

### **ORGANIZATION BACKGROUND:**

Holland Christian Homes consists of Faith Manor and Grace Manor which are private, non-profit Christian Long-Term Care facilities situated in the City of Brampton. Holland Christian Homes is a dynamic, innovative organization that provides a full continuum of care to individuals in a Christian atmosphere.

We believe that individuals requiring our services have the right to a lifestyle that adequately meets their physical, psychological, social, cultural and spiritual needs. These services are provided by fully qualified professional staff who deliver care using a holistic approach to provide quality care and quality of life to individuals.

### **POSITION SUMMARY:**

The Administrative Assistant Summer Student will work under the supervision of the Director, Tenant Nursing Office to provide administrative assistance and support to the department.

### **Specific responsibilities include:**

- Provides administrative support.
- Support the department with uploading documents to Point Click Care software.
- Accurate data entry.
- Maintain office filing systems and records management.
- Anticipate, identify and respond to the needs of others in a respectful and accommodating manner.
- Perform all assigned tasks in accordance with Holland Christian Homes' policies and procedures and as instructed by supervisor.
- Self-directed and willing to seek, and evaluate new ideas.
- Report to work as scheduled.
- Other duties as required.

### **Qualifications:**

- Ability to lead and assist in the administration services.
- Ability to make independent decisions, to follow instructions, and to accept constructive criticism.
- Ability to communicate effectively and work cooperatively with residents and personnel.
- Ability to perform routine, repetitive tasks with frequent interruptions.
- Proficient in MS Office.
- Excellent communication abilities (oral and written).
- Strong attention to detail.
- Organizational skills.
- **Canada Summer Jobs Eligibility Criteria:** must be between age 15 to 30 at the start of employment, a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment and, have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with



relevant provincial or territorial legislation and regulations (International students are not eligible participants).

- Ability to read, write and speak English fluently.
- Satisfactory Vulnerable Sector Screening (Police Check).
- Full Covid-19 vaccination (2 doses).
- Booster dose not required (but recommended).

**Interested and qualified applicants should forward a Resume and Cover Letter in Word or PDF format (as ONE Document), indicating the Posting # and YES to all Canada Summer Jobs Eligibility Criteria as described above to: Human Resources:**

e-mail: [jobs@HCH.ca](mailto:jobs@HCH.ca)

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*The Job Description will adhere to all applicable laws and regulations*

**Disclaimer:** In keeping with Long Term Care reform, best practices, funding and direction this position may later require knowledge, skills, abilities and working conditions not noted here.