



MAINTENANCE SERVICES CLERK SUMMER STUDENT

JOB POSTING

Position Title:	Maintenance Services Clerk Summer Student	Employee Group:	Temporary Full-Time
Department:	EVS	Classification:	Student
Posting #:	SS-2023-05	Hours/Week:	35
Application Deadline:	June 30, 2023	Hours:	0800 h to 1600 h
Application Details:	8 Week Duration	NOTE:	Canada Summer Jobs Program
Start Date:	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 Maintenance Services Clerk Summer Student will work under the supervision of the Director of Facilities and the Senior Manager of Environmental Services to provide administrative assistance and support to the department.

Specific responsibilities include:

- Provides administrative support to the Director of Facilities and the Senior Manager of Environmental Services.
- Coordinate with Environmental Services to meet resident needs.
- Support the department with administration tasks and documentations.
- Maintain calendars and appointments.
- Assist the team to learn the schedule of all staffs in the EVS department.
- Accurate data entry.
- Ensure that adequate office supplies are available or ordered.
- 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 oversight of environmental 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

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.