



OFFICE ADMINISTRATIVE CLERK SUMMER STUDENT (4 Positions)

JOB POSTING

Position Title:	Office Administrative Assistant Summer Student	Employee Group:	Temporary Full-Time
Department:	Administration	Classification:	Student
Posting #:	SS-2026-01 (4 Positions)	Hours/Week:	35
Application Deadline:	April 26 th , 2026	Hours:	TBD
Application Details:	8 Week Duration	NOTE:	Canada Summer Jobs Program
Start Date:	TBD		

ORGANIZATION BACKGROUND:

Holland Christian Homes (HCH) is a not-for-profit, faith-based seniors organization providing an integrated continuum of housing and care on a single campus in Ontario. Guided by Christian principles, HCH is committed to providing a professional, supportive, and safe environment where fully qualified staff deliver person-centred care that upholds each individual's rights, dignity, identity, privacy, choice, independence, and overall quality of life. We believe that individuals requiring our services have the right to a lifestyle that adequately meets their physical psychological, emotional, social, cultural and spiritual needs.

Holland Christian Homes consists of 6 independent/Assisted Living apartment towers, as well as 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 growing, dynamic, innovative organization that provides a full continuum of care to individuals in a Christian atmosphere.

POSITION SUMMARY:

The Office Administrative Clerk Summer Students- Administration will work under the supervision of the CEO, and Office Administrative Clerk Summer Student- EVS will work under the provision of 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.
- 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.
- Respects and carries out the values associated with a person-centered approach which include rights, dignity, identity, individuality, respect, privacy, choice and independence
- Other duties as required

Qualifications:

- **Canada Summer Jobs Eligibility Criteria:**
 - a. is between 15 and 30 years of age (inclusive) at the start of employment;
 - b. is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act, S.C. 2001, c. 27*;
and
 - c. is legally entitled to work according to the relevant provincial /territorial legislation and regulations.
International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents
- Ability to read, write and speak English fluently;



- Satisfactory Vulnerable Sector Check (Police Check)
- Clear TB test, annual flu immunization.
- Ability to lead and assist in the administration services.
- 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.
- Respects and carries out the values associated with a person-centered approach which include rights, dignity, identity, individuality, respect, privacy, choice and independence
- Other duties as required
- Ability to make independent decisions, to follow instructions, and to accept constructive criticism.
- Ability to communicate effectively and work cooperatively with residents and personnel.
- Excellent communication abilities (oral and written)..
- Competence in computer applications including Microsoft Office and Outlook.

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.