



UNSCHEDULED PART TIME (CASUAL) SERVICE ASSISTANTS

Senior Support Services – CPHC, a non-profit charitable community support service provider invites applications for Unscheduled Part Time (Casual) Service Assistants – no guarantee of hours.

Reporting to the CSS Manager, the successful candidates will be a highly motivated, self-directed and an enthusiastic individual with excellent interpersonal skills, and will relate well to clients, families, staff, volunteers and community partners.

The successful candidates will be primarily responsible for:

- Providing support for all Community Support Programs, including but not limited to Meals on Wheels, Diners Clubs, Foot Care, Transportation, Respite and LifeLine programs;
- This position will provide coverage at all CPHC areas as required;
- Providing support to the clients, the Managers and the volunteers;
- Input, update & maintain client management system (NESDA) data for CSS programs;
- Ensures effective office and telephone public relations with clients, volunteers, and other agencies;
- Assist other Service Assistants and staff as required;
- Other responsibilities as assigned.

Qualified candidates should possess:

- The ability to efficiently and accurately enter and manage electronic client data within defined time frames is essential;
- Course and/or experience in working with seniors and volunteers preferred;
- Experience with NESDA Client Management System (or similar software), preferred;
- Certificate from a recognized Community College in Office Administration an asset;
- Strong computer skills mandatory including Microsoft Excel, Word, Internet, and Email;
- Strong organizational and problem-solving skills;
- Ability to work independently and as part of a team;
- Excellent oral and written communication skills;
- Valid driver's license and access to a vehicle.

These positions are unscheduled part-time with no guarantee of hours. Salary range \$19.49 / hour - \$20.66/hour + % in lieu. These positions are unionized – SEIU Local 1 Canada.

Please submit your cover letter and resume to the attention of: Chacity Einfeldt, Human Resources and Engagement
2235 Parkedale Ave. Brockville, Ontario, K6V 6B2 E-mail: ceinfeldt@cphcare.ca

CPHC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all applicants for applying; however only those selected for an interview will be contacted.