



## EMPLOYMENT OPPORTUNITY

<b>Position Title:</b> Administrative Support 1 – Hestia Clerk	<b>Position Number:</b> 2019-14
<b>Department:</b> Home Support Services <b>Location:</b> 2723 Quadra Street, Victoria BC	<b>Days/Hours of Work:</b> Monday – Friday, 3pm-11pm, 37.5 hours per week
<b>Remuneration:</b> \$17.56 - \$18.81 per hour, plus benefits package	<b>Posting Period:</b> February 8-18, 2019
<b>Start Date:</b> As soon as possible	<b>Status:</b> Regular, Full-Time <b>Union:</b> BCGEU

### JOB SUMMARY:

We are an award-winning and Accredited not-for-profit that helps people and improves lives through a range of programs and services, including being Island Health Authority's sole provider of home support care in greater Victoria and the outer Gulf Islands. We offer a competitive salary, comprehensive benefits package and a rewarding, stimulating work environment.

Reporting to the Scheduling Manager, the Administrative Support 1 joins a large team who contribute to the organizations' delivery of compassionate, efficient, and quality Home Support care.

### DUTIES AND RESPONSIBILITIES:

- Monitors visit verification system for staff checking in and out of visits
- Follows up on visit anomalies and completes documentation as per Beacon processes
- Generates and prints visit verification reports as required
- Performs general record management duties such as assembling files, assigning file numbers/names, preparing file folders, and filing staff and client files and distributing documents and files
- Maintains CHW and client files: to file, retrieve and forward health records for a variety of purposes and other requests in accordance with established policies, procedures and guidelines regarding information release
- Relieves receptionist for daily break periods and vacations
- Receives and restocks gloves
- Assembles first aid kits
- Photocopies and restocks forms
- Restocks CHW room with supplies.
- Performs other administration related duties as assigned

### QUALIFICATIONS/REQUIREMENTS:

- High School – Grade 12 diploma
- Recent related experience for a period of six months

- Equivalent combination of education and experience will be considered
- WHMIS Certification (to be renewed annually)
- Clear Police Criminal Record Check
- Clear Solicitor General Criminal Record Check
- Able to effectively use a computer and electronic devices
- Access to a computer and access to the internet

#### **KNOWLEDGE/SKILLS:**

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to organize and prioritize
- Ability to maintain confidentiality
- Knowledge of general office procedures
- Ability to multi-task in a fast paced environment
- Ability to type at 40 wpm
- Knowledge of Procura is an asset
- Skilled in the use of computers, the internet and electronic devices

#### **WE LIVE SAFETY!**

The safety of our clients, staff and volunteers is a priority of Beacon Community Services. We promote healthy and safe working conditions in all of our operations. We are committed to continuously improving safety and *it is essential to this position*. We further support safety through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees.

#### **APPLICATIONS:**

All interested applicants can [Apply Now!](#) quoting the position vacancy number 2019-14. Please note only those applicants who are selected to continue in the recruitment process will be contacted.