



Changing Lives • Growing Community

Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Administrative Assistant P/T– Case Management Team

Business Services

Job Purpose

To provide administrative support services and coverage of phones so that the Case Management Team operates efficiently and effectively in order to achieve the overall goals and objectives of Case Management Team, E4C and Housing First.

Duties and Responsibilities

Administration Support

- Maintain an adequate filing system by keeping documentation filed in a timely and logical manner; purging files on a yearly basis, so appropriate information is easily accessible to staff.
- Maintain CMT petty cash accounts, overseeing submission of receipts and appropriate paperwork in support of the monthly reporting to the finance department.
- Maintain ongoing tracking of cheque requisitions supporting program participants.
- Confirm mileage sheet submissions by Case Management Team staff.
- Assist with monthly submissions of reports to Chief Operating Officer and the program funder, with input from Program Manager.
- Maintain information boards tracking outreach work.
- Monitors, orders and maintains sufficient office supplies, as deemed necessary for CMT.
- Facilitate room bookings as required by CMT staff Collect and distribute resource material (notifications) to appropriate file.
- Other duties may be assigned as needed.

Agency Delivery

Information and Referral

- Answer and direct incoming calls during office hours, take messages, screen calls and make referrals to appropriate program staff.

Organizational Relationships

- Promote teamwork to meet Agency goals, building positive relationships and supporting individuals equitably and fairly.
- Model and encourage open participation and sharing of success, responsibility and authority to foster team atmosphere.
- Facilitate resolution to conflict using strategies appropriate to addressing conflict in a safe, productive, supportive manner.
- Other duties may be assigned as needed.

Qualifications

- Some training in Administrative Assistance service field OR 6 months of related work experience.
- Adaptability regarding emergent priorities
- Self directed and motivated but clearly able to follow direction
- Knowledge of office equipment and computer software programs i.e., MS Word, MS Excel, MS Publisher, Outlook.
- Clear Security Clearance and Suicide Intervention is an asset
- Strong written and verbal skills.
- Strong interpersonal, communication and teamwork skills with the ability to work with initiative and independence.
- Non –judgmental, empathetic, creative and enthusiastic qualities.
- Knowledge of community resources, knowledge of inner city, homelessness, poverty, mental health, addictions, prostitution, abuse and multicultural issues.

Working Conditions

Part Time position from 10:00 am – 2:00pm

Minor work environment challenges – work is primarily conducted within the organizations' facilities, but the work environment involves some exposure to noisy non office-like conditions. No immediate exposure to injury.

Salary Scale

Starting: \$14.60/hr

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.