



Carefirst Seniors & Community Services Association is a non-profit community services agency. Since 1976, we have provided community support, home and personal health care services in a holistic manner to seniors, individuals with disabilities, and those with medical needs in the Greater Toronto, York, and Mississauga regions.

With a staff of 500 members (including full-time and part-time staff) and the help of a pool of 850 active volunteers, we serve over 15,000 clients a year, including seniors and the physically disabled; 3,000 of whom are "home-bound" and frail.

We are currently seeking a **Team Assistant** to join our Home Care team to provide administrative and operational support.

Responsibilities:

- Assist Supervisor in administrative duties including written correspondence, checking, reviewing and compiling notes, reports and schedules
- Answer inquiries from clients, families, and service providers; handle hotline messages and triage to concerned team members
- Process new referrals and input clients' information into CIMS, and update monthly service statistics
- Conduct preliminary CIMS training for new hire staff and update training materials as needed
- Compile statistical reports for internal and external use, and maintain updated worker lists
- Ensure a proper filing system is maintained and comply with privacy policy and legislation for data security
- Ensure all administrative components of the program are handled effectively (ie. collect staff time sheets, handle billings, etc.)

Requirements:

- Post-secondary diploma in Business/Office Administration
- 2 years' related experience in an administrative role
- Strong organizational skills and attention to detail
- Ability to multitask in a fast-paced, dynamic work environment
- Efficient, courteous, and professional with excellent communication and interpersonal skills
- Ability to deal with clients, families, and coworkers in an effective and tactful manner
- Excellent computer proficiency with Microsoft Office Suite (Excel, Word, PowerPoint, Outlook), as well as ability to learn new applications
- Proficiency in English with strong written and verbal communication skills; ability to speak a second language that reflects the community served, such as Cantonese/Mandarin is an asset
- Valid police vulnerable sector check completed within one year

Please send your cover letter and résumé to:

Carefirst Seniors & Community Services Association
300 Silver Star Blvd | Scarborough | ON | M1V 0G2

Email: hr@carefirstontario.ca

Website: www.carefirstontario.ca

Carefirst is an equal opportunity employer. If you require accommodation during the hiring process, please inform us in advance to arrange a reasonable and appropriate accommodation.

While we thank all candidates for their interest, only those selected for an interview will be contacted.