



Support, every step of the way

Job Posting

Job Title: Beasley Administrative Facilitator **Job Posting #:** 848

Program: Children, Youth & Family Services

Reports to: Manager, Children and Family Services

Place of work: Beasley Community Centre

Posting Date: August 25, 2017

Effective Date: ASAP

Purpose: Provide a welcoming and knowledgeable presence while facilitating access and operations of the Beasley Community Centre and the Beasley Child and Family Centre.

Status: Part time, Temporary, 6 mos. Monday-Thursday 545-915pm, Fridays and weekends as program demands, non-union

Duties:

1. Oversee and assist with maintenance of the Early Years Centre database and other programs within the children, youth and family department and Beasley Community Centre.
2. Report quarterly Early Years and Beasley City stats to the Managers as requested.
3. Collect, review, schedule and co ordinate program space for Community applications assigning FIT checks and alerting Managers when required.
4. Act as the first point of contact for the Beasley Community, school staff and community partners.
5. Complete or co ordinate various administrative duties as assigned.
6. Take and distribute minutes for various committee and team meetings.
7. Oversee daily operations of the Beasley facility ie: communicate any building issues, security issues, etc promptly.
8. Compile and submit program supply orders.
9. Assist the admission and oversight of participants to programs, activities on site.
10. Maintain phone line at Beasley Community Centre.
11. Create and prepare monthly calendars and flyers for programs.
12. Keep information up to date on Provincial Early Years, Wesley Children and Family Services and other websites as required.
13. Request/manage space with the Hamilton Wentworth District School Board online through their e-Base system.
14. Complete on line subsidy reports

15. Facilitate program registration or sign in processes as required
16. Oversee updating of site bulletin boards.
17. Liaise with the staff at Dr Davey school and other groups as required.
18. Welcome, support and interact with clients, always being sensitive to all families including those culturally diverse, LGBTQ, young parents, etc.
19. Conduct daily, weekly and monthly safety checks in program. Uphold all standards legislated by Hamilton Board of Health, Fire Code, City of Hamilton and Ministry of Education (EDU).
20. Maintain Centres' operational guidelines, policies and procedures and other legislation required as it relates to the delivery of service.
21. Participate and contribute in team meetings and attend staff development opportunities.
22. Abide by the health and Safety policies of Wesley, the City of Hamilton and the HWDSB. Attend regular Health and Safety inspections and co-ordinate follow up to any outstanding items raised.
23. Be knowledgeable about content of Children, Youth and Family programs and interact directly with children, youth, adults, seniors and families that access.
24. Monitor and respond to the Wesley Ontario Early Years email account.
25. Schedule relief staff for vacation and other time away for children, youth and family Services as required.
26. Work as a part of a team along side other internal and external providers and administrative staff.
27. Facilitate entry of participants to the Beasley Community Centre ensuring proper staffing and monitoring requirements are upheld at all times.
28. Other Duties as assigned.

Qualifications:

1. Fluency in Microsoft Office (Word, Access, Publisher, Excel, PowerPoint)
2. Extensive knowledge and ability to troubleshoot computer and internet operations.
3. Diploma or university degree relating to Office Administration. Knowledge of early childhood development and parenting would be an asset.
4. Minimum of 2 years of current experience.
5. Works well with others.
6. Demonstrated good communications skills - written, verbal and presentations.
7. Good knowledge of community resources for children, families, youth, adults and seniors marginalized in community.
8. Strong ability to work independently and as a part of a team possessing high organization, problem solving, flexibility and customer service skills.
9. Experience and sensitivity working with all families including those culturally diverse, GLBTQ, young parents, etc.
10. Current 1st aid/CPR, N.V.C.I. and EPI pen training.
11. Flexibility and readiness to adapt to change.
12. Current drivers' license and vehicle. Must be able to travel to other locations or to purchase program supplies.

13. Bilingual (French/English) and fluency in other languages an asset.

Competencies

Customer Service

1. Builds constructive relationships characterized by a high level of acceptance, cooperation and mutual respect
2. Helps to create and contributes to a work environment that embraces and appreciates diversity
3. Values and respects the internal and external customers to the organization

Accountability

1. Takes personal responsibility for the quality and timeliness of their work, and team work
2. Believes, respects and adheres to the vision, mission and values of Wesley Urban Ministries

Commitment

1. Demonstrates an understanding of Wesley Urban Ministries Mission, Vision and Values through service delivery approach
2. Acts with integrity
3. Demonstrates a knowledge of the code of ethics of working in social services
4. Adapts to changing program requirements, conditions and work responsibilities

Please send a cover letter and resume to: hr@wesley.ca

Wesley Urban Ministries is an equal opportunity employer. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. No phone calls please. More information about Wesley can be found on our website at www.wesley.ca.