

GREATER TRAIL HOSPICE SOCIETY

Phone: (250) 364-6204

Fax: (250) 364-6218

Kiro Wellness Center, Suite 7- 1500 Columbia Ave, Trail, BC, V1R 1J9



Job Description - Casual Office Support

JOB SUMMARY

In accordance with the vision and values of the Greater Trail Hospice Society (GTHS), the Casual Office Support position provides clerical and office support for the GTHS program to ensure efficient operation and cleanliness of the office, supplies, equipment and the GTHS Library.

The Casual Office Support position works under the direction of the Care Coordinator.

DUTIES AND RESPONSIBILITIES

1. Provides coverage for the Care Coordinator when absent, including volunteer assignment for referrals.
2. Provides clerical support with adherence to GTHS policy, procedure and confidentiality:
 - a) Maintains respectful communication with all public contact including answering, directing and making phone calls and responding to office visits as appropriate.
 - b) Maintains clear communication in taking and distributing messages to appropriate people on behalf of the Care Coordinator to ensure prompt follow up.
 - c) Answers inquiries regarding the GTHS programs, when appropriate.
 - d) Assists in checking and distributing incoming mail, documents and correspondence.
 - e) Assists in maintaining filing systems, including InfoAnywhere.
 - f) Assists with typing of correspondence.
 - g) Completes printing, photocopying, scanning and faxing as requested.
 - h) Assists the Care Coordinator in planning and facilitating Volunteer meetings and appreciation events.
 - i) Maintains GTHS social media with direction from the coordinator as applicable.
 - j) In the absence of the Care Co-ordinator the position may be required to attend staff & board meetings, or at the request of the Board Chair.
 - k) Takes all pertinent training offered through Hospice.
3. Maintains Hospice Library and other educational resources and supplies and office storeroom.
 - a) Utilizes and keeps up-to-date an efficient lending system of Hospice Library and educational resources, making these accessible to public use.
 - b) Ensures supply closet is in good order and clean.
 - c) Other related duties as assigned by Coordinator.

MINIMUM QUALIFICATIONS

- Grade 12
- 1 year clerical related experience
- Experience with basic computer programs
- Experience with all aspects of social media
- Physical ability to carry out job requirements.