

LANGLEY COMMUNITY SERVICES – JOB POSTING ICMT 19-01**Intensive Case Management Team (ICMT)**

Job Title: Administrative Assistant 3
Department: ICMT
Start Date: ASAP – April 1, 2019
Posting Date: March 6, 2019
Salary: starting at \$19.45 - \$22.65/hr depending on qualifications and experience – Plus Full benefits
Hours: 21 Hours per Week -Permanent Part Time – 0.6 FTE with an additional 14 hrs per week until March 21, 2020

Who we are:

Langley Community Services Society has been in existence for over 47 years. We offer a wide variety of social service programs to the community. We are fully accredited through the Council of Accreditation and maintain best practices standards. Our mission is to assist individuals and families to enhance their lives through the provision of information, services and programs.

Job Summary:

Reporting to the Program Manager, the Administrative Assistant for the Intensive Case Management Team performs a variety of administrative support functions such as secretarial and word processing duties, scheduling of appointments, assisting in the development and evaluation of program policies and standards.

Key Duties and Responsibilities:

- ❖ Oversees the daily operation of the ICMT office
- ❖ Providing receptionist activities, including triaging calls and coordinating communication between ICMT, clients and community
- ❖ Responsible for the management and ordering of office and medical supplies for the ICMT
- ❖ Maintaining accounting and budget records for client and program expenditures
- ❖ Assisting in record keeping and filing and ongoing maintenance of standards for Accreditation
- ❖ Data entry for statistical reporting
- ❖ Perform other related duties as directed

Qualifications, Experiences and Abilities:

- ❖ Certificate or Diploma in Office Administration or Business Administration.
- ❖ Three years recent experience working in a social service environment, dealing with vulnerable groups.

- ❖ Valid Class V BC Drivers License
- ❖ Current First Aid & CPR
- ❖ Ability to communicate effectively, both verbally and in writing
- ❖ Ability to work independently and in cooperation with others
- ❖ Ability to plan, organize and prioritize, particularly when emergencies arise
- ❖ Knowledge of general office procedures
- ❖ Knowledge of medical and mental health terminology
- ❖ Demonstrated understanding of working with vulnerable populations

Additional Information:

- ❖ This position requires Union Membership (CUPE)
- ❖ This position is open to male or female applicants.
- ❖ This position may require working outside office hours and office environment, depending on client availability or locations.
- ❖ Criminal Record Check is required.

TO APPLY:

Please reply with Cover Letter and Resume, quoting Posting Number **ICMT 19-01** by **March 15, 2019** to:

Langley Community Services Society
Attention: Ysanne Harvey – Human Resources Manager
5339 – 207 St, Langley, BC V3A 2E6
Email: hr@lcss.ca

Posting will remain open until a suitable candidate is found.

Please note that only persons selected for an interview will be contacted