



Hope Lives Here

Administrative Support Worker Just Us Women's Centre

We are seeking an Administrative Support Worker who can actively contribute to service delivery at the Just Us Women's Centre. Under the direction of the Director of Clinical Services, the administrative staff person will provide clerical services as well as engage with participants who visit the site in a trauma informed, harm reduction manner. The Just Us Women's Centre provides counselling and support to women over the age of 18 who have been in conflict in the law. They offer individual counselling, peer support, and group services in the area of addictions, trauma, and grief.

Duties include but are not limited to:

- Provides initial contact (in-person, electronically or telephone) with individuals, agencies, contractors and the public seeking assistance or information. Welcomes and Directs individuals to staff or other programs who provide support.
- Receives and distributes incoming mail, email and faxes; organizes outgoing mail.
- Reconciles monthly credit card statements and petty cash.
- Maintains an inventory of program supplies through ordering and direct pick up,
- Attends staff meetings. Records and distributes meeting minutes.
- Acts as the employee representative on the OHS Committee.
- Carries out weekly grocery shopping for the program and assists in food preparation for a weekly group meal for participants as well as for those who drop by site,
- Provides information to participants from staff and advises them on other resources as instructed by staff team.
- Provides one-on-one supports to assist with completion of applications that may include identification such as photo IDs and housing related paperwork.
- Participates in drop-in visiting hours as required by staff.
- Reaches out to participants to provide information as needed.

The successful candidate will have completed a minimum of a 2-year diploma program in Office Administration or have the equivalent combination of training and experience. An extensive knowledge of the Microsoft Office Suite, including Excel and Word, is required. Excellent interpersonal and communication skills are required. Knowledge of the population we serve and the willingness to learn new skills and perspectives around harm reduction and trauma informed practices. You must have the ability to recognize situations that require intervention and refer to the appropriate staff for follow up. You will be required to interact and communicate with a diverse population in difficult situations, and you possess the skills to handle problems effectively. You are organized and energetic and you are good with juggling multiple activities with frequent

interruptions. You have an understanding and are comfortable working with women who experience mental health and addiction issues. You must have a valid driver's license and be insurable on a company vehicle. The successful candidate will be required to submit a Criminal Record Check and Vulnerable Sector Check. You will be required to complete an Enhanced Reliability Status from Public Services and Procurement Canada.

This is a full-time permanent position. The salary range is \$40,420.72 - \$43,841.58. Stella's Circle offers health and dental, long-term disability, life insurance, matching RRSP plan, birthday leave, sick leave, personal leave and three weeks vacation in addition to a flexible work environment.

Please send cover letter and resume by July 3rd, 2024, by 5pm to:

Human Resources Specialist
Fax: (709) 738-7808
Email: recruitment@StellasCircle.ca

About Stella's Circle

Stella's Circle is an award-winning, nationally celebrated community organization with a mission to transform lives through Real Homes, Real Help and Real Work. As a social justice organization, its housing, counselling and employment programs are rooted in recovery and inclusion. Its team provides an extensive array of programs and services to a vulnerable population facing many barriers such as mental health challenges, addictions, trauma, poverty, homelessness, criminal justice involvement, low literacy, and long periods of unemployment. Learn more at StellasCircle.ca.

Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals and ensuring full and equal participation for each individual in our community. We treat all people with respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from people of colour, people of diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.