

## Admin Assistant

- Hourly wage: \$19.00 + 4% vacation pay
- Duration of contract: May to Dec. 31 2021
- Number of hours per week: 28 (Monday to Thursday 10:00am to 5:00 pm)
- Application Deadline: Friday April 23, 2021

### About Bruce House

Since opening its doors in 1988 Bruce House has been delivering a 'housing-first' approach for people in our community living with, and impacted by, HIV/AIDS.

We are committed to ensuring our clients have access to stable housing, supported independence, and opportunities for healthy living. This is achieved by providing appropriate and affordable apartments; by providing practical supports such as food, clothing, and assistance with medical appointments/travel, and other needs; and by providing psycho-social supports via programs such as monthly Client Socials, a Community Kitchen program, arts and crafts activities, and providing clients with Volunteer Buddies to decrease social isolation.

Many of our clients face additional challenges in addition to HIV, often with little or no support network. Bruce House fills the role of "friends and family" in assisting clients through episodic disabilities, illness, and other events which could otherwise jeopardise health or stable housing. We strive to provide a barrier-free, stigma-free, and equitable space.

### General

The Admin Assistant will support Bruce House operations and programming in a variety of reception, clerical, and administrative tasks.

The Admin Assistant will report to the Manager Volunteers Services & Community Relations, as well as the Office & Communications Coordinator and the Program Support & Development Coordinator for specific duties.

### Tasks & Responsibilities

- Answer telephone calls including booking/confirming client appointments with program staff, answering general questions, and directing phone calls to the appropriate staff.
- Open the door for clients, verifying the reason for their visit, and doing COVID-19 screening.
- Assist program staff by giving out food items from the pantry, gift cards, personal protective equipment, and other supplies as have been arranged/approved by program staff.

- Help manage incoming deliveries such as allowing delivery people in for drop offs, meeting them outside, and organizing boxes/goods inside the office.
- Help coordinate client deliveries and pick-ups with program staff.
- Assists with food programs: Pantry Program, gift cards, fresh vegetables boxes and frozen meats.
- Greet clients in a calm and friendly manner, listening, and offering a supportive figure when they are in the office.
- Assist with inventory control of office supplies.
- Assist with general office upkeep, including maintaining a tidy and organized space.
- Follow COVID-19 protocols including wiping commonly touched surfaces, refilling sanitizer bottles, etc.
- Assist the Manager of Volunteers Services & Community relations with administrative tasks.
- Assist the Office & Communications Coordinator with office upkeep.
- Assist the Program Support & Development Coordinator with client services.
- Provide support for staff including filing, mailing/emailing, assisting with fundraising and donor recognition, and general office support.

## COVID-19 Considerations

- This position will require working at the reception desk behind a barrier as well as interacting with staff, clients, and visitors to the office.
- Masks are to be worn and hygiene directives followed as per Ottawa Public Health instructions. Gloves are required for specific tasks. Bruce House has supplies of PPE equipment for staff.
- All staff are required to complete COVID-19 screening each day.

## Language Requirement

- English
- French would be an asset

## Physical and Cognitive Demands

- Attention to detail and follow-through.
- Able to lift and carry items such as grocery bags, small household items, etc.
- Able to work at a desk for extended periods of time.

## Psychological Demands

- Possible exposure to clients in crisis and to their trauma.
- Capacity to effectively organize and prioritize own work.
- Responsive to possible rapid changes in priorities.

## Additional Information

Bruce House welcomes all applicants to apply. Please do not hesitate to let us know if you need any accessibility accommodations.

We strongly encourage People Living with HIV to apply.

Bruce House recognizes that certain communities are historically racialized, marginalized and otherwise disadvantaged; we welcome members from these communities to apply for this position. Self-identification by candidates is completely voluntary.

To Apply:

Send a resume and cover letter to:

Patrick James Morley  
Office & Communications Coordinator  
Bruce House

Email (preferred) [pat@brucehouse.ca](mailto:pat@brucehouse.ca)

Mail: 402-251 Bank St.  
Ottawa, ON K2P 1X3

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