

# Job Posting

## #23.02 Wellness Services Administrator (temporary 12 month assignment)

**\*Please See Below for Shift Details\***

*This posting is open to all qualified applicants.*

Our Place Society is an organization founded on progressive and inclusive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. **A team approach is critical to living out our mission and values and directing our work.**

### **Position Overview:**

Supervised by and reporting to the CEO, the Wellness Services Administrator will be responsible for performing a variety of administrative duties to support the Wellness Services department while the Manager of Wellness Services is on Maternity/Parental Leave. The Wellness Services Administrator will be essential in supporting the efficient and effective delivery of the various wellness services at Our Place.

### **Duties and Responsibilities:**

#### Volunteers:

- Schedule
- Approve shifts
- Be the contact person
- Track hours and statistics

#### Wellness Services Schedule:

- Update daily services posters
- Email weekly schedule
- Update weekly schedule board
- Update drop-in and dining room screens
- Email monthly calendar

#### Reporting:

- Monthly board report
- Monthly stories of impact



Hope and Belonging

**Finances:**

- Submit monthly expenses
- Track spending in budget
- Submit cheques for honorariums
- Submit expenses from volunteers
- Coordinate ordering supplies for medical room.
- Submit invoices for medical supplies.

**Other:**

- Water plants in Spiritual Care Room
- Monitor and coordinate site libraries
- Purchase and distribute snacks to sites
- Angel Gifts organizing and coordination
- Related duties, as required

**Skills and Abilities:**

- Ability to work on own initiative as well as take direction
- Ability to work independently and as part of a team
- Strong interpersonal and problem-solving skills
- Highly organized, detail oriented, and self-motivated
- Ability to work well in a busy environment and to manage conflicting demands and priorities.
- Ability to adapt to changing priorities and circumstances
- Ability to communicate effectively, both orally and in writing, with people of diverse personal, social, and cultural backgrounds
- Excellent computer skills and proficient use of Microsoft Office applications

**Qualifications:**

**Education and Knowledge:**

- Diploma or Certificate in an administrative or business-related field.

**Training and Experience:**

- Minimum one (1) year experience in related position and minimum of one (1) year of supervisory experience.

OR an equivalent combination of education, training, and experience.

**Working Conditions**

**Compensation:** \$24.48 - \$28.52 per hour.

**Benefits:** Excellent benefits effective the 1<sup>st</sup> of the month following 3 months of employment.

**Union:** This position is a union position.



Hope and Belonging

**Hours:** Monday to Friday – 22.5 hours per week, schedule to be discussed. Flexible schedule available.

**Status:** This is a temporary position to support the Wellness Services department while the Manager is on maternity/parental leave for 12 months.

**How to Apply:**

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 4:30 p.m. Thursday, January 19, 2023 to [careers@ourplacesociety.com](mailto:careers@ourplacesociety.com) or to Our Place Society, Attention Marion Hoadley, HR Director, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote “File #23.02 – Wellness Services Administrator” in the subject line.

**Please note: All applications must have a cover letter to be considered.**

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.