

# **Required Responsibilities**

## **Administrative Assistant**

40 hours/ week

Member of the Support Team

Accountable to the Community Leader/Executive Director and takes direction from the Leadership Team

### **Reception and Office Management**

- Staffing the front desk, answering the phone, and receiving people coming into the office;
- Sending, receiving, distributing and filing mail and faxes as needed;
- Ordering and/or picking up supplies, and maintaining office equipment (e.g. scheduling regular maintenance for the photocopier);
- Assisting with website management including
  - Administering website access for members;
  - Updating and maintaining website content;
- Assisting to maintain a clean, welcoming environment in the office including
  - Communicating with office cleaners;
  - Laundering towels, emptying paper shredder and taking care of recycling;
  - Ordering and setting up meals for special meetings;
- Developing and maintaining the filing of current and archival materials on the computer network including
  - Filing photos, emails, updated documents and licenses;
  - Digitizing documents;
- Participating in the first part of Leadership Team Meetings once per week;
- Publishing the L'Arche Bridge (weekly online news bulletin) once a week.

### **Support to the Community Leader/Executive Director**

- Creating, managing, maintaining, and archiving digital and hardcopy files and documentation necessary to meet the accreditation requirements of L'Arche, CET and Accommodation Standards;
- Researching and updating community documents to meet Government regulations;
- Ensuring that all permits, contracts, licenses, and insurance policies are renewed in a timely fashion;
- Following up with bank transfer letters for homes as needed and collecting necessary signatures;
- Receiving and recording donations including
  - Recording all donations in Fundraiser Basic, Excel and hardcopy;
  - Recording, mailing out and tracking all donation receipts;
  - Collecting, recording and receipting donations at special events (including using Debit/Credit machine);
- Supporting the Board of Directors including
  - Taking minutes as needed at meetings (including Board meetings one evening per month and the AGM once per year);
  - Communicating with Board Members;
  - Preparing documents for meetings as needed;
- In consultation with the CL/ED, updating and maintaining community policy binders and handbooks;
- Supporting development work, fundraising and projects as needed;
- Helping to support administrative needs of visiting L'Arche leaders;
- Distributing and filing incoming documents from L'Arche Canada as needed.

### **Support to Assistants Coordinator and Community Life Coordinator**

- Registering new assistants and employees in collaboration with the AC and/or CLC;
- Updating, maintaining and tracking contents of personnel files;
- Updating and maintaining community contact lists and other information lists and tables as needed;
- Scheduling training for First Aid, medication administration, driving assessments, and others as needed;
- Making travel arrangements for Assistants as needed.

### **Support to Homes Coordinator**

- Assisting in preparing documents for annual reviews including
  - Scanning and copying documents and setting up folders;
  - Inputting updates e.g. into Individual Support Plans and goal sheets;
  - Formatting goals;
  - Updating and printing consent forms;
- Ensuring completed forms are distributed as needed to homes and guardians;
- Updating and maintaining files for
  - Core Member binders and documentation;
  - Monthly house binders;
  - Health and safety binders;
  - Guardian binders;
  - Core Member Welcome binder;
  - End of Life Plans;
- Communicating, tracking and filing guardian calls and requests;
- Archiving old documents and materials.