



ABOUT US

Turning Leaf Support Services is a non-profit, charitable organization dedicated to providing crisis and treatment services to those experiencing intellectual challenge and mental illness.

Our services are provided by caring, skilled community members that are dedicated to helping those experiencing intellectual challenge and mental illness. Our employees are deeply committed to working with participants in addressing the seemingly insurmountable obstacles they face every day: addiction, discrimination, homelessness, poverty, stigma, isolation, and loneliness. Turning Leaf Support Services builds trusting relationships with people, helping them engage a process of change and providing a sense of hope.

Being a part of the Turning Leaf family means you will have the opportunity to make a direct and positive impact on people's lives every day. The work is challenging in all the best ways and deeply rewarding. Many of our employees say they have found their life's purpose while working here.

Turning Leaf Support Services provides ongoing, meaningful training to ensure we remain an industry leader, that our employees have the skills and confidence to be successful in their careers, and so our participants receive the best possible support services to help them live the life they imagine for themselves.

We are an organization that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect. We are constantly growing, and we are always hiring. If you feel called to be a part of the Turning Leaf team, please apply today.

ADMINISTRATIVE SUPPORT ASSISTANT JOB SUMMARY

The Administrative Support Assistant position contributes to the efficient operations of Turning Leaf's administrative department, with an additional emphasis on supporting the work of the Human Resources Department.

This is a paid term placement for up to a 10-weeks. It is a fast-paced role that interacts with all divisions within the Agency and provides the opportunity to be innovative and make an impact.

ESSENTIAL REQUIREMENTS

- Cover Letter and updated Resume
- 18-30 years old
- Current Criminal Record check with Vulnerable Sector Check, Adult and Child Abuse Registry Checks' (no older than three months)
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and (c) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.
- Three employment references

QUALITIES AND QUALIFICATIONS

- Empathetic to those experiencing mental health and cognitive challenges
- Excellent oral and written communication skills
- Excellent organizational and troubleshooting skills, with a strong attention to detail
- Strong attention to detail and organization
- Strong interpersonal skills, the ability to interact with all levels of personnel, treat all with dignity and respect, and open and receptive to people's needs
- Self-starter and proactive approach in resolving problems and issues
- The ability to work in a fast-paced environment, with a focus on achieving positive results
- Solutions-oriented and the ability to think creatively and critically
- Ability to interact with all levels of personnel
- Treat all with dignity and respect and remain open and receptive to their needs

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

General Office Administration Support:

- Updating filing system
- Update PayWorks with 2021 trainings
- Conducting audits for various departments as needed
- Organization/Distribution of food rescue
- Review/create/update participant intake files
- Other duties as assigned

Human Resources Support:

- Supporting Full cycle recruitment, including but not limited to:
 - Vetting incoming resumes
 - Conducting phone interviews to determine if an in-person interview is appropriate
 - Reference checking

ADMINISTRATIVE SUPPORT ASSISTANT BENEFITS

- Hourly paid

HOW TO APPLY

Please submit your detailed cover letter and resume to hr@tlservices.ca