



ABOUT US

Turning Leaf is a non-profit, charitable organization that provides person-centered, crisis and treatment services to low and high-risk vulnerable and marginalized individuals living with mental illness and intellectual challenge in our community.

Turning Leaf's support is customized to every individual's needs and risk level. We offer crisis-intervention and treatment services, community support, day program services, residential support (including emergency housing, 24-hour homes, cluster housing, and home share), a harm reduction program, clinical services, indigenous services and more.

WHO WE SUPPORT

The participants of our programs are often deeply impacted by their circumstances which can become barriers to living safely and independently in the community. Trauma, homelessness, poverty, addictions, discrimination, sexual exploitation, societal stigmas, and lack of access to resources are some of the barriers our participants face every day.

MAKE AN IMPACT

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 provides ongoing, meaningful training to ensure we remain an industry leader and that our employees have the skills and confidence to be successful in their careers. We are an organization that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect.

We are growing more and more all the time 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

Reporting to the Office Manager, the Administrative Assistant contributes to the efficient day-to-day operations of the Turning Leaf head office. The Administrative Assistant will perform various administrative and reception duties, as well as support the work of the Human Resources and Training departments.

ESSENTIAL REQUIREMENTS

- Cover Letter and Updated Resume
- Can provide a clear Criminal Record check with Vulnerable Sector Check, Adult and Child Abuse Registry Checks'
- Completion of High School or GED
- A bachelor's degree or college diploma/certificate in Business Administration or Human Resources or related administrative experience is considered an asset
- Minimum two years of related work experience
- Valid Class 5 drivers license and access to a vehicle
- Three employment references

QUALITIES AND QUALIFICATIONS

- Maintain positive working relationship with others, both internally and externally
- Skilled at prioritizing tasks and action items, with strong time management skills
- Superior interpersonal skills and comfortable in interactions with staff at all levels
- Pro-active and works well independently
- Adapts to new processes, technology and unexpected projects/requests.
- Ability to always handle confidential information and act with discretion in all matters
- Responds positively to a flexible, fast-paced environment
- Has a passion for people who are struggling with mental health and intellectual challenges
- Highly proficient in Microsoft Office, including Word, Excel, Outlook, OneNote and PowerPoint
- Represent the organization's culture in the community (i.e., media, associates, and neighborhood)

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

Reception:

- Answer general phone inquiries in a professional and courteous manner
- Direct phone inquiries to the appropriate staff member
- Reply to general information requests with the accurate information
- Greet visitors to the organization in a professional and friendly manner
- Checking, responding and redirecting voicemails
- Oversee the general info email address; redirect and respond to emails according to need and urgency
- Sort incoming mail, faxes and deliveries for distribution
- Prepare and send outgoing faxes, mail and packages
- General office filing

Office Administration:

- Ensure boardrooms, reception area and common areas are tidy; washrooms and photocopy shelves are stocked
- Managing day-to-day office activities, such as filing and mail
- Act as the point of contact for information concerning all general office activities for all locations
- Provide administrative support for all levels of Agency management and direct support staff
- Administer the Peggo card program
- Create Turning Leaf Inc. IDs for all staff
- Prepare and edit orientation packages, as needed
- Run office errands
- Organize and maintain new employee and existing agency files, including filing documents through Payworks and manual means.
- Perform quarterly audits of employee files for Manitoba and Saskatchewan
- Other duties as assigned

Human Resources:

- Conduct phone interviews of vetted resumes to determine if an in-person interview is appropriate, as needed.
- Conduct reference checking to provide perspective on hiring decisions, as needed.

ADMINISTRATIVE SUPPORT ASSISTANT BENEFITS

- Salary paid
- Health Benefits immediately
- GRRSP Program (optional)
- Paid Wellness Time
- Bereavement and Compassionate Care Time
- Mileage Reimbursement (when applicable)
- Employee Assistance Program (EFAP)
- Three weeks vacation

HOW TO APPLY

Please submit your detailed cover letter and resume to careersmb@tsservices.ca