

**YOU ARE...**

- ◆ sensitive to the needs of seniors and adults with physical challenges
- ◆ punctual and reliable
- ◆ a good listener
- ◆ patient
- ◆ respectful of confidentiality
- ◆ cooperative
- ◆ compassionate
- ◆ organized

**ROLE**

Assist with the day to day operation of the office

**BENEFITS**

- ◆ positively impact the lives of clients
- ◆ valued member of our team
- ◆ training and educational opportunities

**TIME COMMITMENT**

- ◆ one shift per week is preferred

**RESPONSIBILITIES**

- ◆ may include: greeting, answering phones, retrieving messages, accepting / scheduling requests for meals, transportation and clinics, telephone reassurance calls, filing, photocopying, preparing outgoing mail, shredding, computer assignments, and assisting with clerical functions
- ◆ clean and disinfect work area at the beginning of shift
- ◆ clear and tidy work area at the end of shift
- ◆ provide information and referral to the community
- ◆ follow Routine Practices for infection control
- ◆ work within the parameters of your defined role
- ◆ represent Community Care in a friendly, professional manner
- ◆ report any problems or concerns to a staff member
- ◆ attend meetings and training opportunities
- ◆ report your volunteer hours as requested
- ◆ be familiar with all Community Care services

**REQUIREMENTS & QUALIFICATIONS**

- ◆ able to work independently as part of our team
- ◆ strong interpersonal skills
- ◆ strong computer skills
- ◆ pleasant telephone manner
- ◆ office experience an asset

**REPORTS TO:** Coordinator



**OFFICE SUPPORT****SCREENING REQUIREMENTS**

To join our team, you have successfully completed:

- personal interview
- application form(s)
- police check
- personal reference checks
- general orientation
- program specific orientation and training

**OFFICES OF COMMUNITY CARE PETERBOROUGH****Apsley ♦ 705-656-4589**

Box 303, 168 Burleigh Street, Apsley, ON K0L 1A0

**Chemung ♦ 705-292-8708**

549 Ennis Road, Ennismore, ON K0L 1T0

**Harvey ♦ 705-657-2171**

Box 12, 1937 Lakehurst Rd, Buckhorn, ON K0L 1J0

**Havelock ♦ 705-778-7831**

107 Concession St N, Havelock, ON K0L 1Z0

**Lakefield ♦ 705-652-8655**

Box 001, 40 Rabbit Street, Lakefield, ON K0L 2H0

**Millbrook ♦ 705-932-2011**

Box 257, 22 King Street E., Millbrook, ON L0A 1G0

**Norwood ♦ 705-639-5631**

Box 436, 2281 County Road 45, Norwood, ON K0L 2V0

**Peterborough ♦ 705-742-7067**

185 Hunter St E, Peterborough, ON K9H 0H1

**OTHER OPPORTUNITIES  
IN:**

- ♦ Attendant
- ♦ Blood Pressure Clinic
- ♦ Board of Directors
- ♦ Diner's Club
- ♦ Foot Clinic
- ♦ Friendly Visiting
- ♦ Fundraising
- ♦ Meals on Wheels
- ♦ Medical Equipment Program
- ♦ New to You
- ♦ Office
- ♦ Personal Distress Alarms
- ♦ Shopping Buddy
- ♦ Speakers Bureau
- ♦ Support Services Advisory Committee
- ♦ Telephone Reassurance
- ♦ Transportation
- ♦ Wellness/Fitness

