



**CCI
OTTAWA**

Intake/Administrative Assistant

Internal/External posting
(Maternity Leave Replacement)

About Us

The Catholic Centre for Immigrants has been serving all refugees and immigrants for 65 years. We provide programs and services to approximately 4,500 newcomers every year. The mission is to help all newcomers realize their full potential in Canada and to build a more welcoming community. We help newcomers with housing, transportation, education, health, language, making connections in their new community and more. We provide services in person and online. Please visit cciottawa.ca for a full overview of our work.

Job Summary

Under the direction of the Manager, the Intake/Administrative Assistant provides intake services and administrative support necessary for the smooth operation of residential services at Welcome House.

Please note: Due to client needs, this position is only open to women-identified candidates.

Employment status: Full-time (35 hours/week), **term to August 31, 2021**

Hourly rate: \$21.85

Start date: May 11, 2020

Location: 30 Mountain Crescent

Responsibilities

- Perform general office duties, including answering phone calls, filing, reception duties, and preparation for meetings.
- Input data and maintain client database.
- Perform intake and initial needs assessment of clients.
- Provide initial orientation to programs and services available to clients.
- Update arrivals and departures on a daily basis.
- Maintain accurate service records and program documentation.
- Prepare rooms for clients.
- Assist clients with applications, referrals, and appointments.
- Prepare monthly billings and reports as required by the Manager.
- Other related duties as required.

Qualifications (Education/Experience)

- High school diploma or equivalent education and experience.
- Minimum two years of experience in an administrative position.

- Excellent telephone manners and interpersonal skills.
- Excellent organizational skills and ability to balance competing work demands.
- Ability to perform duties independently or with little supervision.
- Ability to deal with confidential material and matters.
- Ability to function in a multidisciplinary, culturally diverse workplace.
- Proficiency with Microsoft Office and database systems.
- **Fluency in English and French is essential.**

*Note: The successful candidate will be required to submit a satisfactory police record check.
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All internal applicants must inform their supervisor of their intention to apply for the position.

Cover letter and resume must be submitted no later than **March 31, 2020**. Applications are only accepted through Charity Village at <https://bit.ly/2TSbetz>. Only candidates selected for an interview will be contacted.

The Catholic Centre for Immigrants is committed to being an equal opportunity employer. Please advise in advance if you require any accommodation during the application or selection process.

CCI is committed to employment equity and encourages candidates to self-identify as visible minorities; people from culturally diverse backgrounds; people of all gender identities and sexual orientations; Indigenous peoples; and person with disabilities.