



Lifeskills Plus Inc.

JOB DESCRIPTION

ADMINISTRATIVE/DIRECT CARE ASSISTANT

Purpose of the Position:

Person undertaking Administrative Support role will work in conjunction with Head of Client Services (HSC) and Admin to ensure the most effective systems and practices are put in place Lifeskills Plus Inc workplace.

Accountability:

Administrative Support person will be directly responsible to the HSC.

Administrative Support person will be required to work closely with Bookkeeper, Coordinator, HST and CEO in a small team environment.

Some of the duties to include:

1. Ensure confidentiality of information
2. Set up client folders and ensure contents are current and accurate.
3. Set up respite folders and ensure contents are current and accurate.
4. Assist as required in organization and implementation of excursions, specific projects etc
5. Filing, Photocopy and Laminating
6. Transporting clients in Lifeskills Plus Inc. vehicles
7. Assisting support staff with client care when required
8. Attend training as directed
9. Undertake additional tasks as directed by Manager

Skills Required:

1. Understanding of and ability to work within Disabilities Service Standards
2. Excellent communication skills – interpersonal and written
3. Understanding of requirements for provision of quality care for people with disabilities and attention to detail.
4. Ability to meet deadlines
5. Good general computer literacy and keyboarding skills
6. Organizational and time management skills
7. Commonsense and initiative

Employment:

1. 15 hours per week PPT or full Time 38 hours per week
2. Social, Community Services, Home Care and Disability Services Industry Award 2010 *Please note all tasks will not be required on an ongoing basis until level of hours for position is adequate and may change with the changing needs of the organization.*