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JOB POSTING

Position: Casual Front Desk Clerk

Location: Multi Programs

Bargaining Unit: BCGEU

Classification: Administrative Assistant 1 - Grid 5

Rate of Pay: \$22.02-\$25.26

Job Description: With a trauma-informed framework, this position requires an energetic, motivated, and client focused Front Desk Clerk.

Qualifications: Grade 12, six (6) month recent related experience, or the equivalent combination of education, training, and experience.

Experience /Skills:

- Solid understanding of the impacts of homelessness;
- Strong organizational and problem-solving skills;
- Strong conflict resolution and crisis intervention skills;
- Excellent written and verbal communication and interpersonal skills;
- Excellent time and stress management skills;
- Ability to effectively work with a team and follow operating procedures;
- Energetic, self-starter, and ability to work independently;
- Ability to adhere to confidentiality guidelines and maintain respectful boundaries;
- Ability to work professionally, collaboratively, and respectfully with clients as well as the community;
- Must have a current level 1 First Aid or be willing to obtain in a timely manner;

Hours of Work: Regular Fulltime 8-Hour Shifts

Closing Date: Ongoing

Start Date: ASAP

Ksan is committed to recruiting a diverse workforce that represents the communities we serve, while encompassing the principles of equity, inclusion, and diversity. This position requires membership with BCGEU and does not require the use of your vehicle in the performance of duties.

Send resumes to: employment@ksansociety.ca Please quote: **Multiprogram_CasualFrontdesk_Apr2023** in the subject line