

## Posting Number: **County Mobile TA-1-23 Perm PT**

Posting Date: Wednesday, March 22, 2023	Closing Date: Wednesday, March 29, 2023 at 16:30
Program(s): <b>Elgin, Perth and Huron Counties</b>	Start Date: ASAP
Status: Perm Part time	Position: Team Assistant

### Hours and Rotation:

This Permanent Part-Time Mobile Team Assistant position will be required to travel and work out of the Elgin and Perth program offices on specific days as stated in the four-week base rotation as detailed below. This position is to provide coverage for the Full Time Team Assistants in all three (3) counties listed. The successful candidate must be flexible to change scheduled hours based on the needs of the program. Tasks and responsibilities of this role may vary in order to best support the Program Managers and fellow Team Assistants with any administrative duties and program scheduling.

Note: the rotation below is a base rotation, and the successful applicant may be assigned shifts on an as needed basis.

Elgin	Perth	Home																	
Mobile- PT- County - TA																			
Total Hours	Employee Name	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Notes	Average Hours		
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End				
14.00	Available	900	1700							900	1700					1 hour lunch	14.00		
14.00												600	1400	600	1400				
14.00		900	1700								900	1700							
14.00													600	1400	600			1400	

### Rate of Pay and Benefits

Starting rate for this position is \$21.89 per hour. The successful candidate will be eligible for any benefits as outlined in Policy number 5-20 Employees who are not in full- time permanent, benefit carrying positions and have completed probation are eligible to receive 8% pay in lieu of benefits.

### Qualifications and Requirements:

- Demonstrated intermediate level proficiency using Microsoft Office software: Word, Excel, and Outlook (candidates will be tested for this knowledge via a third-party carrier).
- Experience with GoldCare and GoldCare scheduling software is an asset
- Well-developed communication skills with a strong ability to read, write and communicate in English
- Ability to balance and prioritize in a very fast paced, ever-changing environment
- Demonstrated ability to work as part of a team
- Ability to work hours and shifts as assigned and has demonstrated appropriate attendance and punctuality
- Understanding of attendant service needs of Cheshire consumers
- A valid driver's license, insurance and access to a vehicle for work purposes is required

### Areas of responsibility:

- Preparing the Personal Attendant and consumer schedules
- Development of training schedules and orientation of new staff
- Assisting in notifying staff and consumers of schedule changes
- Clerical duties as assigned: typing, filing, photocopying, preparation of staff meeting agendas and minutes

- Preparing purchase orders for contracted services
- Compiling and verifying statistics as needed/assigned

Please apply for this position using a **Team Assistant Internal application form**.

Applications may not be honoured if incorrect form has been submitted and an updated resume has not been submitted it.

Please apply before above deadline to:  
[apply@cheshirelondon.ca](mailto:apply@cheshirelondon.ca) or Fax (519) 439-4815  
1111 Elias Street, Unit #2, London, Ontario N5W 5L1

\*\* Internal TA Application Forms and all internal postings are now available to view at:  
<http://www.cheshirelondon.ca> → Employment → Current Internal Job Postings

**Note: Program Managers and Team Assistants WILL NOT submit your internal application forms on your behalf nor will Cheshire take accountability for their safe arrival to the intended recipient. It is the applicant's responsibility to submit the application as instructed on this posting as well as to retain any emails, fax confirmations, etc. as proof of submittal.**

*Cheshire Homes of London is committed to providing a barrier-free environment for all stakeholders. As an agency, we advocate all requirements of the Accessibility for Ontarians with Disabilities Act (2005) as part of our organizational mission and core values. Upon request, accommodations are available during the application or interview process; please contact the HR Coordinator listed on this posting for assistance.*