

Posting Number: **TA-03-23 Perm FT**

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| Posting Date: September 18, 2023 | Closing Date: September 25, 2023 at 16:30 |
| Program(s): Central | Start Date: ASAP |
| Status: Permanent Full-Time | Position: Team Assistant |

Hours and Rotation:

This Permanent Full-Time Team Assistant position will involve working a five-week rotation as detailed below. Successful candidates 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 Manager and fellow Team Assistants with any administrative duties and program scheduling. This position may travel within London to the various Program Office locations.

Note: Prior to commencing regular schedule, the training schedule may differ from the below rotation.

| LC-TA (TADESK2) | | | | | | | | | | | | | | | |
|-----------------|--------|-------|---------|-------|-----------|-------|----------|-------|--------|-------|----------|-------|--------|-------|---------------|
| Total Hours | Monday | | Tuesday | | Wednesday | | Thursday | | Friday | | Saturday | | Sunday | | Average Hours |
| 35.00 | 9.30 | 17.00 | 9.30 | 17.00 | 9.30 | 17.00 | 9.30 | 17.00 | 9.30 | 17.00 | | | | | 34.20 |
| 35.00 | 9.30 | 17.00 | 9.30 | 17.00 | 9.30 | 17.00 | 9.30 | 17.00 | 9.30 | 17.00 | | | | | |
| 33.50 | 9.30 | 16.30 | 9.30 | 16.30 | | | 9.30 | 16.30 | 9.30 | 17.00 | 10.00 | 17.30 | | | |
| 33.50 | 9.30 | 16.30 | 9.30 | 16.30 | 9.30 | 16.30 | 9.30 | 16.30 | 10.00 | 18.00 | | | | | |
| 34.00 | 9.30 | 16.30 | 9.30 | 16.30 | 9.30 | 16.30 | | | | | 5.00 | 12.30 | 5.00 | 12.30 | |

Rate of Pay and Benefits

Starting rate for this position is \$21.08 per hour however, wage rate will be determined in accordance with Schedule A of the collective agreement and with consideration to employee's existing rate of pay and length of service. The successful candidate will be eligible for any benefits as outlined in Article 17.05.

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 review how to apply on Page 2.

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 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

OR

Apply online through the Wizehive portal at:
https://webportalapp.com/sp/login/cheshire_recruiting_program

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.