



## **RESIDENTIAL ADMINISTRATIVE ASSISTANT**

1 Full Time Permanent Position  
INTERNAL/EXTERNAL POSTING

**DATE:** September 19<sup>th</sup>, 2022

**LOCATION:** Toronto, On - McEwan Housing and Support Services

**COMPENSATION:** \$43,821- \$53,476 Annually Prorated

LOFT Community Services is a unique and dynamic charitable organization that supports people living with complicated issues such as mental and physical health challenges, substance abuse, poverty and homelessness. Serving approximately 10,000 annually and providing 1,733 units of supportive housing last year, LOFT is one of Ontario's largest mental health service providers of its kind.

LOFT stands for Leap of Faith Together. Our employees have an opportunity to take calculated risks and lead the way in the creation, implementation and evaluation of system-wide solutions. We work hard. We care passionately. We celebrate. Our staff are the key to our success. LOFT is recognized as a Nonprofit Employer of Choice™ Award (NEOC) recipient and we believe that our LOFT culture is at the core of everything we do. LOFT is recognized as a Nonprofit Employer of Choice™ Award (NEOC) recipient.

To help fulfill its mission, LOFT is hiring a **Residential Administrative Assistant**.

### **JOB SUMMARY:**

This position will require providing a range of services that support the physical, social and mental well-being of the McEwan residents and facilitate the overall operation of the various residences, including administrative duties. This includes typing, filing, photocopying, recording meeting minutes, inventory control, and receptionist duties. Financial and bookkeeping duties include the preparation of petty cash reports, and rent collection. Other duties include: supporting data collecting, compiling reports, assisting residents in their daily living activities, (such as: personal hygiene, medication management, cooking and banking), helping them to sustain their support network (e.g. family and medical) and maintaining the established routines of the program.

This position is key to ensuring the smooth operation of the properties, the adherence by the residents to all security, fire, general health and safety practices, and the collecting of rents. It requires an individual to have highly developed computer skills, the ability to follow through independently on assigned projects, work effectively in a team, have a good understanding of social services especially in regards to adults with mental health, display a high degree of organizational skills along with a high level of maturity, tact and

the ability to relate effectively to people at all levels in a variety of busy work environments

**\*Note:** All LOFT employees are required to be fully COVID-19 vaccinated as a condition of hire in accordance with LOFT's Vaccination Policy. A satisfactory vulnerable sector check (VSC) is also required.\*

### **QUALIFICATIONS:**

- Completion of or working towards a post-secondary education in Human Services or equivalent.
- Experience working with adults living with mental illness and special needs, including HIV/AIDS, addictions, cognitive impairments, low income, homelessness, etc.
- Knowledge of HIV/AIDS, mental health issues, substance use issues, and corresponding resources;
- Ability to interact with members in a positive and supportive manner and to facilitate their empowerment.
- An understanding of harm reduction, the logic model and psychosocial rehabilitation principles, the therapeutic relationship, and ability to come to an agreement with members on goals/priorities.
- Well-developed interpersonal, counselling and responding skills.
- Knowledge of crisis intervention and prevention skills.
- Ability to work effectively both independently and in a team environment.
- Good oral and written skills in English, fluency in a second language is an asset.
- Ability to meet deadlines, which will require flexibility in work schedule.
- Experience with volunteers/students would be an asset.
- First Aid/CPR certification is an asset.
- Nonviolent Crisis Intervention certification is an asset.
- Physical ability to meet job demands i.e. cleaning tasks, moving furniture, etc.
- Demonstrated administrative support skills, accurate typing skills, knowledge of modern office equipment and computer technology including MS Word, Excel, Outlook, etc.
- Understanding of cultural competency and anti-oppression framework.
- Reflective of a multi-barriered group, as serviced by the program, a strong asset.

**TO APPLY:** Send resume with cover letter to Human Resources, **Email:** [hr@loftcs.org](mailto:hr@loftcs.org)

LOFT Community Services is committed to fostering an inclusive and accessible environment and dedicated to building a workforce that reflects the diversity of the community in which we live and serve. LOFT is committed to making employment opportunities accessible in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Requested accommodation will be provided in all parts of the application and hiring process by contacting [humanresources@loftcs.org](mailto:humanresources@loftcs.org) or (416) 979-1994.

**We welcome and encourage people from equity-deserving communities and intersecting identities to apply for this position.**

**PLEASE INCLUDE: "RAA- MCEWAN" IN THE SUBJECT LINE OF ANY EMAILS.**

**CLOSING DATE:** October 3<sup>rd</sup> , 2022