



Peel Senior Link, a non-profit charitable organization established in 1991, provides personal care & home-making and other complementary support services. Peel Senior Link maximizes independent living--helping seniors live with dignity, stability and safety. Peel Senior Link is funded by the Ministry of Health and Long-Term Care through Ontario Health (Central), Seniors and Accessibility, personal and corporate donations.

We are currently seeking an Amenity Receptionist/Admin Support. This position reports to the Director Operations and Business Development, with day-to-day oversight of the role provided by the Creditvale Mills Community Wellness Hub's Resident Support Coordinator. The Amenity Receptionist/Admin Support will provide on-site support of the Creditvale Mills Community Wellness Hub's daily operations and activities.

This is a temporary full-time position until March 31, 2022, with possibility of extension.

Position Responsibilities:

- Support Hub daily operations working in alignment with the Hub Implementation Planning Framework (in line with the strategic directions and goals)
- Provide support around items including Hub scheduling and coordination, provision of information about programs and services to guests, meeting preparation (Governance and Planning) and other activities as assigned.
- Act as the first point-of-contact to all guests and callers, answering/routing phone calls and/or communications and providing general administrative support, as needed.
- Provide on-site support at the Hub for tenants, community members and partners helping the community navigate services and acting as a bridge between partner organizations supporting cross-referrals where possible
- Liaise with Hub Partners and Planning Committee members on Collaboration Initiatives and support the coordination of Hub 'social events' as directed by the Resident Support Coordinator
- Support the coordination of the Annual Planning Session for Hub Partners and the distribution of the Partnership Survey

The Ideal Candidate Has:

- College diploma or university degree or equivalent combination of education, training, and experience
- Strong customer service focus
- Ability to work independently with strong oral and written communication skills

- Proficiency in the use of Microsoft Office applications and virtual meeting platforms such as Zoom and Teams
- Excellent people skills, with an ability to partner professionally with a dynamic team of individuals in a collaborative environment
- Strong organizational and time management skills with the ability to set priorities, multi-task and meet deadlines
- Ability to work well with, and engage with a diverse community of families and seniors
- Demonstrated resourcefulness, problem solving skill and ability to multi-task with a flexible approach to the work within a fast-moving environment
- Flexibility to work non-business hours on occasion to meet the needs of the position

We thank everyone for their expression of interest; however, only those candidates selected for an interview will be contacted.

Peel Senior Link is committed to developing an inclusive, barrier-free selection process and work environment. If you require accommodation at any stage of the recruitment and selection process, please contact Human Resources at (905) 712-4413 Ext 326.

Peel Senior Link has implemented mandatory vaccination for all employees in order to protect our clients, our staff, and the communities we work in. All job applicants will be required to declare their vaccination status during the recruitment process. As a condition of employment, all new hires must be fully vaccinated and provide proof of their vaccination. Peel Senior Link will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.

To apply for this position please send your resume and a cover letter of interest to:

Marybeth Ward, CHRL
Director, Human Resources
Peel Senior Link
marybeth@peelseniorlink.com
905-712-4413 ext 326

Deadline to Apply: November 30, 2021