

Administrative Services

Program Position:	Administrative Assistant, HIV/AIDS Resources and Community Health.
Position Summary:	Responsible for staffing reception and greeting agency participants and community members. Answering telephone in a pleasant and professional manner. Transferring calls to appropriate staff. HIV testing referrals and other as necessary. Provide individual staff members with administrative assistance as needed. Distribution of Harm Reduction materials to service users accessing Needle Exchange Program (optional).
Responsibilities:	Clerical work including photocopying, faxing documents, etc., Computer work - data entry and word processing to assist ARCH staff. Other projects as they become available.
Skills Required:	<ul style="list-style-type: none"> • HIV/AIDS Awareness. Communication and interpersonal skills, ability to take initiative, non-judgmental attitude. Respect of privacy and personal information where a high level of confidentiality must be maintained. • Ability to work independently or in a team setting. Ability to problem solve. Ability to work with different personality types. • Microsoft Office 2010 is an asset.
Training:	HIV/AIDS 101 and Sexual Health; Harm Reduction; Hepatitis C and Diversity. Workplace Violence and Harassment Prevention Training, Workplace Health and Safety, Ontario Accessibility Standards Training – Serve-Ability. Other as required.
Time Commitment:	3.5 Hours per week. Mornings or Afternoons.
Supervision:	Kimberly A. Paton, Coordinator of Administrative and Volunteer Operations, (519) 763-2255 ext. 128 / volunteer@archguelph.ca
Other:	<ul style="list-style-type: none"> • Proper Attire Required. Please dress appropriately for the office. No T-shirts are allowed. Dress t-shirts, polo or golf shirts are acceptable. For Health and Safety Regulations closed-toed shoes are required. • For shift end—please allow adequate time to shut down computer, lock front door and gather personal items. • Please try to provide 24 hours’ notice for shift cancellation to your direct supervisor. Email correspondence is best. • The front desk should be staffed at all times. Should you need to speak to a staff member for more than a brief moment, please ask them to come to the reception area.