



JOB POSTING
Client Relations Assistant
Contract –May to August

Margaret Bahen Hospice, a division of Better Living Health and Community Services, has an opening for the position of Client Relations Assistant. Margaret Bahen Hospice is a ten bed residential home, supporting individuals and families coping with end of life.

This positions reports to: Administrative Coordinator

The Successful Candidate for this Position Must Have the Following Qualifications:

- Ability to work independently and as part of a team
- Excellent organization and problem-solving skills
- Proficient in MS Office
- Comfortable interacting with people

The Successful Candidate for this Position Must be able to:

- Guide family tours of the residential hospice
- Assist with the complementary therapy program
- Assist with phone calls to families, volunteers, and donors
- Develop client stories for the newsletter, as well as posting on social media
- Assist in comfortable being around people who could be emotional
- Assist with the condolence card program
- Assist on reception
- Perform additional tasks as assigned

To be eligible to participate in Canada Summer Jobs, Candidates Must:

- Be between 15 and 30 years of age (inclusive) at the start of employment;
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the *Immigrant and Refugee Protection Act** and;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

****Hiring for this position is contingent on the availability of funding from the Canada Summer Job program***

SALARY: \$14.00/hour

Please email or fax your resume to Human Resources.

Email: hr@myhospice.ca

Fax: 905.967.0018

Please quote "***Client Relations Assistant***" in the email subject line.

Better Living is an equal opportunity and is in accordance with the Ontario Human Rights Code, Employment Standards Act and Accessibility for Ontarians with Disabilities Act. Applicants need to make their request for accommodation known when contacted. Thank you to all who express interest in this position and we welcome all resumes. However, only those granted an interview will be contacted. No phone calls, please. Thank you.