



# McLaren Housing

## Society of British Columbia

POSITIVE HOUSING FOR POSITIVE PEOPLE

### Housing & Administrative Assistant

#### **Introduction**

Founded in 1987 McLaren Housing Society of B.C. was the first HIV/AIDS housing provider in Canada. From a private residence offering accommodation to five people the organization has expanded to provide a variety of innovative affordable housing options and support services to more than 300 individuals and families in Vancouver and the Lower Mainland.

#### **PURPOSE OF THE POSITION**

The Housing and Administrative Assistant is responsible for providing clerical and administrative support to ensure that McLaren Housing Society's services are provided in an effective and efficient manner. The position is fulltime (35 hours/week) and based at Head Office 649 Helmcken Street, Vancouver.

The Office Administrator & Housing Assistant reports to the Manager, HR & Society Operation and provides office, clerical and housing services to McLaren Housing Society of B.C.

Your overall duties include but are not limited to:

- Responsibility for daily administration and society operational tasks as assigned by the Executive Director and Operations Manager.
- Assisting the Operations Manager provide overall management and data entry for the society waitlist.
- Organizing and completing annual income reviews for all society programs and be responsible for the data entry in BC Housing Connections.
- Managing, collecting and completing monthly and annual program and agency stats.
- Providing administrative support on an as need basis to the Senior Management Team.
- Being responsible for managing the society office in the absence of the Manager, HR & Operations.

#### **KEY RESPONSIBILITIES**

1. Provide office support services based at the head office to ensure efficient and effective daily operations. Duties include:
  - Receiving, directing and relaying telephone messages and fax messages
  - Checking voicemail
  - Opening and date stamping all general correspondence
  - Maintaining the general filing system and filing all correspondence

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Suite 200 – 649 Helmcken Street Vancouver BC V6B 5R1

t: 604-669-4090 f: 604-669-4092 e: admin@mclarenhousing.org w: [mclarenhousing.org](http://mclarenhousing.org)

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- Assisting in the planning and preparation of meetings, conferences and conference telephone calls
  - Greeting, assisting and/or directing clients, visitors and the general public who visit Helmcken House.
2. Perform Housing Assistant services.
    - Maintain and manage McLaren Housing Society's waitlist
    - Liaise with public and other organisations re. MHS client waitlist
    - Send out and process applications upon request
    - On the society's behalf manage the Housing Connections On-Line system (HC) with BC Housing.
    - Input accurate financial information based on annual reviews of clients to HC, to ensure subsidies to the society is maintained and current.
  3. Provide property management support to Helmcken House:
    - Where able deal with client concerns and complaints regarding tenancies and forward to appropriate staff as required
    - Notify all tenants of HH-related activities, events, scheduled maintenance
  4. Support the Executive Director and the staff team based at Helmcken House:
    - Assist the Executive Director and other staff as requested
    - Provide administrative services for the Executive Director

## **KNOWLEDGE, SKILLS AND ABILITIES**

The successful applicant will have proficient knowledge in the following areas:

- Demonstrated experience in working in office administration
- **Experience using Housing Connections or similar on-line housing subsidy system**
- Demonstrated experience with Office Suite 2010 and highly proficient in Word and Excel
- Possess an understanding and be sensitive to the needs of the HIV/AIDS community.
- **A minimum of 3 years' experience in a non-profit housing environment**

The successful applicant will possess the following:

- Analytical and problem solving skills
- Decision making skills
- Effective verbal, written and listening skills
- Time management skills

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## Personal Attributes

The incumbent will possess the following personal attributes:

- Be honest and trustworthy
- Demonstrate a sound work ethic
- Show thorough understanding of confidentiality and privacy
- Flexibility for working in a fast paced environment, where priorities can change rapidly.

McLaren Housing Society is offering compensation in the range of \$35,000 per annum plus an extended benefits plan upon successful completion of a probationary period.

Hours of work will 8am- 3:30pm Monday to Friday.

The successful applicant will be required to have a criminal record check as per McLaren Housing Society policy.

Interested and suitably qualified applicants are invited to submit a cover letter and resume in Word or PDF format to [jobs@mclarenhousing.org](mailto:jobs@mclarenhousing.org) or by fax to 604-669-4092. Closing date is **Monday, November 13<sup>th</sup>, 2017 at 12 noon.**

Thank you in advance for your interest but only those shortlisted for an interview will be contacted.

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