



Administration Office

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JOB POSTING

Position: Front Desk Clerk (Night)
Location: Sonder House Supportive Housing
Bargaining Unit: BCGEU
Classification: Administrative Assistant 1 - Grid 5
Rate of Pay: \$22.02-\$25.26

Job Description: With a trauma-informed framework, this position requires an energetic, motivated, and client focused Front Desk Clerk.

Qualifications:

Grade 12, six (6) month recent related experience, or the equivalent combination of education, training, and experience.

Experience /Skills:

- Solid understanding of the impacts of homelessness;
- Strong organizational and problem-solving skills;
- Strong conflict resolution and crisis intervention skills;
- Excellent written and verbal communication and interpersonal skills;
- Excellent time and stress management skills;
- Ability to effectively work with a team and follow operating procedures;
- Energetic, self-starter, and ability to work independently;
- Ability to adhere to confidentiality guidelines and maintain respectful boundaries;
- Ability to work professionally, collaboratively, and respectfully with clients as well as the community;
- Must have a current level 1 First Aid or be willing to obtain in a timely manner;

Hours of Work: 8-hour shifts
Posting Date: August 29, 2023
Closing Date: September 5, 2023
Start Date: As soon as possible
Term: Regular Part Time (40 hours bi-weekly)
Competition #: SH_regPT_FDC_Night_Aug2023

This position is open to male and female applicants and requires union membership with BCGEU.

Send resumes to: employment@ksansociety.ca Please quote; SH_regPT_FDC_Night_Aug2023 in the subject line