



אָפּטִיבֵּן נִרְתָּן : אַ בִּרְיָהּ בְּדִבְרֵי בְּרִיטִישׁ מֵע

Positive Living North: No khēyoh t'sih'en t'sehena Society

#1, 1563-2nd Avenue, Prince George, BC, V2L 3B8

Phone: (250) 562-1172

Fax: (250) 562-3317

www.positivelivingnorth.org

JOB POSTING

Admin Support Worker

Positive Living North is an Indigenous, community-based organization providing care and support for people living with, vulnerable to, and affected by HIV/AIDS and Hepatitis C (HCV). Under the direction of the Program Manager, the Support Service Worker will Support members, people living with HIV/AIDS/HCV, in meeting their needs by developing and maintaining individual case plans and support structures. We are looking to interview exceptional candidates who are committed to ongoing personal and professional growth and who are interested in a position as a full-time (37.5 hours a week) Admin Support Worker. We seek a dynamic individual who can compassionately, comfortably, and confidentially work in an environment that respects diversity and can deal non-judgmentally with issues of addictions, poverty, homelessness, and the legacy of the colonization of Aboriginal people.

Qualifications

- High school or Diploma, current knowledge related to HIV/AIDS, or equivalent education and/or experience
- Exceptional knowledge related to HIV/AIDS and HCV, understands the complexities of working with diverse populations and has a thorough appreciation and awareness of Indigenous history and culture
- Ability to work from a risk/harm reduction perspective
- Ability to create healthy rapport with members
- Excellent organizational, interpersonal, time management, written & verbal communication skills
- Personal characteristics that will contribute to a healthy and dynamic team
- Valid Class 5 BC Driver's license and access to a vehicle required

General responsibilities

- Facilitate smooth operation of reception and related areas of office.
- Assist with computer operations and maintenance.
- Provide clerical support to Administrative and Program staff.

Positive Living North acknowledges the financial assistance provided from the following funders:



United Way
Northern British Columbia
unitedwaybc.ca



northern health
the northern way of caring



"We acknowledge the financial support of



GILEADish Columbia."
Advancing Therapeutics.
Improving Lives.



ᐱᓂᓂᓪ ᓂᓂᓂ ᐱᓪᓂᓂ : ᐱ ᓂᓂᓂ ᓂᓂᓂ ᓂᓂ ᓂᓂ

Positive Living North: No khēyoh t'sih'en t'sehena Society

#1, 1563-2nd Avenue, Prince George, BC, V2L 3B8

Phone: (250) 562-1172

Fax: (250) 562-3317

www.positivelivingnorth.org

Specific duties

- Assess initial needs, then guide Clients and the public to appropriate internal or external Respond appropriately to incoming calls, mail, e-mail, faxes, and messages, and direct the resulting communication and distribution of materials.
- Organize the filing of materials and the maintenance of the filing system.
- Maintain orderly reception area and order appropriate supplies as needed.
- Perform computer word processing and data entry using Microsoft Office software, including: letters, spreadsheets, and databases.
- Assist with overseeing computer operations, including: maintaining appropriate disk backups; monitoring status of hardware and software; file management; assisting Staff.
- Assist with the preparation and submission of regularly-due reports and proposals.
- Work independently to organize, research, and seek out information.
- Organize and maintain systems as needed, such as: Membership list, file system labels and master list, Library listings and index.
- Support all Staff in completion of their responsibilities, eg: assisting with clerical needs (photocopying, etc.), assisting with forms, making travel arrangements.
- Possess personal characteristics that will contribute to a healthy, dynamic team.
- Be open to receiving individual and group feedback on performance.

Closing Date: November 8, 2022

Please mail, fax or email your cover letter, resume, and references to:

Mail: Positive Living North

#1-1563 Second Avenue

Prince George, BC V2L 3B8

Email: info@positivelivingnorth.org

Fax: 250-562-3317

Attention: Alexandria West, Executive Director

We appreciate everyone's interest, but only those candidates who are short-listed will be contacted

Positive Living North acknowledges the financial assistance provided from the following funders:




United Way
Northern British Columbia
unitedwaybc.ca



northern health
the northern way of caring



"We acknowledge the financial support of  **GILEAD** *ish Columbia."*

Advancing Therapeutics.
Improving Lives.