

The Jean Tweed Centre



For Women & Their Families

Administrative Volunteer – Reaching Out to Women The Jean Tweed Centre

Job Title:

Administrative Volunteer, Reaching Out to Women (ROW) program

Department:

ROW (Reaching Out to Women)

Reports to:

Mental Health and Substance Use Counsellors in the ROW Program

Purpose:

To assist with administrative duties such as organization of case files, data collection and entry, chart audits, scanning, shredding and uploading files, and closing files.

Location:

215 Evans Avenue

Qualifications:

Comfort with computer data entry, reading and writing English, and organizational tasks. Must be detail oriented and willing to adhere to strict confidentiality. Must be comfortable speaking with clients on the phone and demonstrate patience, caring, and sensitivity to client needs.

Key Responsibilities:

- *Complete administrative duties such as filing, data entry, scanning & photocopying (and additional duties described above)*
- *Make follow-up phone calls to clients who have been out of contact.*

Is this position Client facing?

Partially – phone only

Time Commitment:

At least once a month on Wednesday

Length of Appointment:

Ideally, this volunteer will be available initially for three months, and may be asked to return for future follow-up duties of a similar nature.

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Support:

Training for this position will be provided. In addition, the supervisor will be available for questions and assistance.

Physical Requirements:

None

Dress Code:

Business Casual

To apply for this posting

Submit your resume to Jana Crawford, Volunteer Coordinator, at janacrawford@jeantweed.com, with "ROW Administrative Volunteer" in the subject line of your email.