

ST. CLAIR O'CONNOR COMMUNITY INC.
Employment Opportunity**Administrative/Nursing Assistant**
Permanent Full Time 9-5 Mon-Fri

St. Clair O'Connor Community Inc. is a non-profit partnership between the broader community and Danforth Mennonite and Toronto United Mennonite Churches providing a range of accommodation and a continuum of care, a variety of life-affirming activities and programs for seniors in the surrounding neighborhoods. SCOC seeks to be a caring, intergenerational community, which nurtures the health and wellbeing of its residents.

SCOC is presently accepting applications for an Administrative/Nursing Assistant Permanent Full Time 9-5 Monday-Friday. May be asked to work some Saturdays as required.

Reporting to the CEO and Director of Long-Term Care Services. Required to perform duties consistent with policies and procedures and appropriate legislation.

Qualifications:

- Completion of an Office Administration Program
- Social Service Worker/PSW/Financial Payables/Nursing background.
- Excellent spoken and written English communication skills.
- Has excellent Typing skills and ability to prepare Quality Reports
- Has excellent Computer skills. Proficient in MS Word, Excel/Building Excel spread sheets, PowerPoint and Publisher.
- Able to work independently and as part of a team.
- Has excellent Typing skills and ability to prepare Quality Reports.
- Must be fully vaccinated against Covid-19.

Date of Posting: November 4th, 2024.

Please send your application and resume by November 14th, 2024, to:

Email: or in Person

Vanda Cozier - Director of Long-Term Care Services

Email: v.cozier@scoc.ca

St. Clair O'Connor Community Inc.

2701 St. Clair Ave. E.

Toronto, ON M4B 1M5

Thank you for your interest, however, only applicants considered for an interview will be contacted.