



Inspire - Community Support Services is a non-profit, multi-service community-based agency. The agency is currently looking to fill a permanent full-time Intake Clerk position who will be responsible to complete client intake, admission documentation, and provision of administrative support.

**Position Title:** INTAKE CLERK

**Reporting Relationship:** Reports to the Director of Programs and Services

**Role accountabilities:**

- Receives referrals, creates file and forms and undertakes follow up
- Prepares and sends out documentation, tracks return and ensures file completion and compliance, form submission for eligibility review
- Interacts with client's support network, follows up on required documents and maintains client file
- Maintains client data base, completes searches, inputs data, validates data, and generates reports and lists from programs and applications including waitlists and assessment statistics
- Maintains filing systems in accordance with records management policies and procedures
- Provides administrative support including supporting calendar management, coordination of appointments, meeting logistics and minute taking, maintenance of inventory, completing photocopying and scanning

**Knowledge:**

- Knowledge of intake and admission processes and procedures
- Knowledge of the organization's services and community partners
- Knowledge of office productivity software and databases, and technology devices

**Position Requirements:**

- Completion of college diploma in office administration

**Experience:**

- Three years of previous work experience in office administration

**Employment and Working Conditions:**

- Works in an open office environment
- Exposure to safety concerns, physical and verbal outbursts
- 35 hours per work week
- Salary \$23.92/hr

All interested parties are invited to submit their resume and cover letter to the attention of Stephanie Nalepa, Director of Human Resources, Administration and Quality Assurance, via email at [snalepa@inspire-sdq.ca](mailto:snalepa@inspire-sdq.ca), no later than 4:00 PM on Monday, May 20, 2024.

Inspire Community Support Services is committed to Employment Equity. We welcome diversity in the workplace and encourage applications from all qualified individuals including members of visible minorities, aboriginal persons, and persons with disabilities. We comply with the AODA (Accessibility for Ontarians with Disabilities Act) and will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities. Applicants need to make their accommodation needs known when contacted.

We thank all applicants for their interest, however, only those under consideration will be contacted.