



## JOB DESCRIPTION

<b>Job Title:</b> Clerk/Receptionist III	<b>Department:</b> Social Services	<b>Division:</b> Renfrew County Housing Corporation	<b>Reports to:</b> Site Supervisor
<b>Revision Date:</b> August 2009	<b>Salary Grid:</b> CUPE 4425	<b>Location:</b> Arnprior Site	

<b>Approval:</b>	Department Head	_____
	Supervisor	_____
	Employee	_____
	Staff Administration Committee	_____
		_____
		_____

### Position Summary:

To provide the administration support for required programs to the Renfrew County Housing Corporation.

### Qualifications:

- A minimum of one-year post secondary education in a Business Administration Program
- A minimum of six months of related experience.
- Strong interpersonal skills combined with excellent written and verbal communication skills along with a requirement for computer proficiency.
- Knowledge of Legislation and Regulation relevant to social housing would be an asset.
- A valid drivers license is required.

### Position Responsibilities:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the County of Renfrew County Housing Corporation.
2. Calculates rents, prepares leases and provides all required duties in accepting and documenting rent.
3. Responsible for the administration of the Rent Supplement Program.
4. Responsible for the collection of former tenant arrears.
5. To provide administration support services.



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6. Performs other related duties.
7. Protects own health and health of others by adopting safe work practices, reports unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario occupational Health and Safety Act.

**The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.**



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### LIMITS OF AUTHORITY

The employer has the following limits of authority for the position noted above.

- 1.
- 2.
- 3.
- 4.
- 5.