



## JOB DESCRIPTION

<b>Job Title:</b> Clerk Receptionist I	<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> Pembroke Site	

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

### Position Summary:

To provide reception and administrative support services

### Qualifications:

- Successful completion of Grade 12.
- A minimum of three (3) months related experience.
- Strong interpersonal skills and combined with excellent written and verbal communications skills along with a requirement for computer proficiency.
- Experience in a Social Housing administration setting and dealing with Landlord Tenant Board would be an asset.
- Knowledge of legislation and regulations relevant to Social Housing would be an asset.
- A valid driver's 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.
2. Performs receptionist duties and administrative support.
3. Handles money, financial tracking and reports on tenants using a property management system.
4. Prepares reports and Landlord Tenant Board forms.



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5. Performs other related duties.
6. 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.
7. Performs other related duties.

**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.