

Internal/External Posting
Casual/On-Call Relief Evening Receptionist/Security
Posting: Ongoing

Davenport-Perth Neighbourhood and Community Health Centre (DPNCHC) is a multi-service community agency providing programs and services from early years to adults and primary health care to a diverse range of participants with a community development and health promotion perspective. This is a Relief position that will be on-call as backup to the person in the permanent position. **The person in the Relief position would cover sick days, vacation and other times when the permanent worker is away from the Centre.**

Responsibilities (in part):

- Safeguard the security of the people in the building and the property of the Centre
- Provide information for telephone and in-person enquiries and refer clients to appropriate staff person or other resources, where possible, to a broad range of Centre clients with differing and sometimes complex needs
- Inform people of the location of all events at the Centre
- Arrange for all emergency repairs or situations essential to the safe operation of building and building residents, including handling of emergency situations, e.g. fire alarm, security system alarm
- Ensure that the lobby area and public areas are tidy and in good condition at all times
- At the end of the shift, lock all interior doors; ensure that all external doors and windows are secure; ensure that the building is empty; turn off electrical and electronic equipment (lights, photocopiers, etc., but not computers); if cleaning staff are not present, set the alarm system

Qualifications:

- Training in security/reception work or 1 year's directly related experience
- Demonstrated knowledge of building systems such as security, fire safety
- Demonstrated ability to work independently and proactively
- Good English language verbal and writing skills
- Good problem solving and interpersonal skills
- Ability to prioritize demands
- A friendly, welcoming and non-judgmental attitude towards people, within the context of DPNCHC's philosophy and mission statement
- Demonstrated ability to work with people of diverse cultures, ages, abilities, incomes and those with mental health and substance abuse challenges.
- Basic computer skills are an asset
- A relevant second language and knowledge of Davenport West region are assets
- Bondable

Salary range: \$16.753-\$17.993 per hour, plus statutory benefits. This position is not part of the bargaining unit.

Relief hours/on-call: Monday to Thursday, between 5 p.m. to 9:30 p.m.

Submit cover letter and resume to: hire@dpnchc.ca or mail to 1900 Davenport Rd, Toronto, ON. M6N 1B7

Application Due Date: This is an open posting and we accept ongoing applications.

Davenport-Perth Neighbourhood and Community Health Centre encourages applications from candidates whose background is diverse in terms of culture, race, language, religion, class, gender/sexual orientation, including those who may need accommodation. As a condition of employment, all prospective employees will be required to undertake a Vulnerable Sector Screening with Police Services. Only applicants selected for interviews will be contacted. DPNCHC is a perfume free environment. No phone calls please.