



Luke 15 House

CRA Business Number: 89063 6178 RR0001

11861 99th Ave, Surrey B.C. V3V-2M3 Phone 604-930-4884, Fax 604-930-4346

www.luke15house.com

Job Description for Assistant to the Executive Director Luke 15 House

Administrative

Liaison with potential clients, lawyers and the correctional facilities. This would include phone intakes, letter of acceptance, and coordinate for pick up from correctional facilities.

Do client intake and maintain client files and progress report.

Attend to incoming phone calls and follow up

Send out progress report letters to court for clients trial or amending conditions

Collection of welfare cheques and coordinate with welfare re setting up clients files.

Assist clients in obtaining their personal identification like BC ID, SIN and birth Certificate.

Program

Client case management – with director

Planning new program activities and working with director on program enhancement

Volunteer coordination with director

Correctional

Facilitate meetings with social workers, counselors and PO for clients

File incident reports with PO

Kitchen and House Keeping

Plan weekly menu's

Monitor Food Inventory

Appeals and Fundraising

Appeals for food, gifts-in-kind, client gifts and volunteers

Thank you letters to food and gifts-in-kind donations and volunteer services

You have experience in the following areas

Administration with at least a years experience in a not for profit

Ease in working with the addict population and with male offenders

Multi tasking and good communication skills

Conflict resolution and the ability to diffuse tense situations
Working flexible schedules and long work days

Additional Requirements

Knowledge of MS Office Suite
Access to vehicle with BC driver's license
You will provide support to the Executive Director when required.

Salary in commensurate with experience. Please send in a one page cover letter and resume to

The Executive Director

Luke 15 House

11861 99th Ave

Surrey BC

V3V 2M3

Or by email to nigel@luke15house.com before February 4th, 2011.