



## JOB DESCRIPTION

JOB TITLE:	Administrative Coordinator
EMPLOYMENT TYPE:	Full Time, 1 Year Term with Possibility of Extension
HOURS PER WEEK:	30
REPORTS TO:	Riverwood House Director

---

### JOB OVERVIEW:

The Riverwood House Administrative Coordinator ensures that the logistical aspects of Riverwood House run smoothly. They support the Riverwood House Social Services Team as required. They ensure that all documentation is complete and accurate, taking the lead in meeting all regulatory standards and requirements.

### RESPONSIBILITIES:

- Contributes to the creation and maintenance of a supportive, nurturing, safe and sober living environment for all participants.
- Ensures all participant documentation is accurately completed in a timely manner and stored in accordance with privacy requirements. This includes Tenancy and Program Agreements, Confidentiality and Consent Forms (as required by PHIA), Participant Contact Sheets, Drug Screening Records, Intake Referrals etc.
- Ensures that Riverwood House meets regulatory standards. Arranges for periodic participant record audits to confirm compliance.
- Assists with policy compliance, including documentation of Riverwood Church Community policy requirements.
- Liaises with government staff and other community organizations regarding benefits as required (eg. Employment and Income Assistance, Canada Manitoba Housing Benefit, food banks, recreation facilities, transport etc.).
- Processes entries for accounts receivable / accounts payable including expenses, rent payments (including EIA and CMHB benefits), donations and other income.
- Oversees inventory and ordering of all supplies including; main pantry, items for suites, office supplies.
- Performs general reception duties, responding to and forwarding phone call and emails as needed
- Performs other administrative work as needed (printing, filing, minutes, updating/creating documents, access card maintenance etc.)

### KEY COLLABORATORS:

- Riverwood House Social Services Team (Director, Navigators, and Recovery Support Specialist)
- Riverwood Church Community Human Resources and Finance Teams
- Eden Housing Support Workers
- Red River Group Property Management

QUALIFICATIONS:

- Completion of Secondary School. Other relevant educational qualifications and experience may be considered.
  - Strong computer literacy skills (including Word, Excel, email etc.), preferably in a Mac environment. Able to quickly adapt to new software applications.
  - Knowledge of Quickbooks would be an asset.
  - Demonstrated ability to work in a culturally informed manner.
  - Demonstrated excellence in communication, interpersonal and organizational skills.
  - If in recovery, must have maintained a minimum continuous sobriety of two years and participate in an active recovery program.
- 

OTHER:

Riverwood House is a program of Riverwood Church Community. As such, employees should be supportive of Riverwood's Statement of Faith, Mission, Vision, and Values.

STARTING WAGE: \$16.50- \$18.00 per hour depending on qualifications

TO APPLY: Resume and cover letter may be sent via email to [humanresources@riverwood.cc](mailto:humanresources@riverwood.cc)

CLOSING DATE: When position filled.