



## EMPLOYMENT MENTORING PROGRAM

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### JAKE'S HOUSE EMPLOYMENT MENTORING PROGRAM

Jake's House Employment Mentoring is an innovative program that provides meaningful job opportunities to young adults on the autism spectrum. The program is funded by the Public Health Agency of Canada, and delivered in partnership with Specialisterne Canada, an organization that specializes in working with businesses to hire people on the autism spectrum and with other neurodivergence.

#### RECEPTION CLERK

##### COMPANY PROFILE

Founded in 2004, Jake's House is a Provincially and Federally funded Canadian charity with a mission to provide meaningful support to families living with autism across the country. Recognizing that more than any other single issue, families dealing with autism need a community, Jake's House is committed to growing a strong network of people who understand and care—a family that is determined to provide tangible solutions. Jake's House supports individuals on the spectrum throughout their lifespans through four core initiatives: 1) Jake's House Annual Holiday Parties, a 15-year tradition of bringing families together for a welcoming, fun and festive celebration; 2) Legends Mentoring Program, themed group mentoring workshops that provide youth with opportunities to learn skills, socialize and make friends; 3) Jake's House Employment Mentoring, a program that supports the integration of young adults into the workforce; and 4) inclusive housing solutions, designed to address the growing housing gap in the autism community, giving more aging adults a place to call home.

You will be supporting a dynamic, fast-growing organization, collaborating with a passionate, dedicated team.

**Title:** Reception Clerk

**Contract:** 8 weeks

**Reports:** HR Project Manager

**Location:** Mississauga – 3 days in the office, 2 days WFH

**Industry:** Not-for-profit

**Other:** Must have own laptop for office use

##### JOB OVERVIEW

Jake's House is looking for a Reception Clerk to manage our front desk and to perform a variety of administrative and clerical tasks. As a Reception Clerk, you will be first point of contact for our organization – visitations are currently paused due to COVID-19 – for employees only at this time. The Reception Clerk's duties include offering administrative support across the organization, conducting COVID screening for employees entering the premises, distributing mail, conduct inventory of stock, and other clerical tasks as needed.

##### JOB RESPONSIBILITIES



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- Greet and welcome visitors to the office and conduct COVID screening
- Ensure reception and office areas are tidy and presentable with all necessary stationery and material
- Provide basic and accurate information via email
- Receive, sort and distribute mail/deliveries
- Maintain office security by following safety procedures (monitor logbook)
- Order office supplies and keep inventory of stock
- Act as a project manager for special projects upon request, which may include disseminating information and coordinating meetings

### JOB REQUIREMENTS

- Proficiency in Microsoft Office
- Hands on experience with office equipment (printers)
- High attention to detail and ability to multi-task, prioritize and follow-through to effectively manage workflow and contribute to the efficiency of the office
- Professional attitude
- Solid written communication skills
- Ability to be resourceful and proactive when issues arise
- Ability to use discretion in maintaining confidentiality of sensitive contacts, materials, and information
- High level of flexibility and responsiveness
- Time-management skills with the ability to prioritize tasks
- High school degree: additional certification in Office Management or Business Administration would be an asset

### Ideal Candidates (Culture Fit)

- Self-starter, proactive, takes initiative, resourceful, bootstrap mentality, go-getter
- Innovative, entrepreneurial, dynamic, creative, collaborative
- Adaptable, resilient, can switch gears and hats quickly, thrives in fast-growing / fast-moving environments.
- Positive, energetic, enthusiastic, passionate.
- Committed, disciplined.
- Compassionate, caring, understanding, genuine, strong 'family values'.



### THE RECRUITMENT PROCESS

#### **Application**

The first step in the recruitment process is for interested candidates to apply for the role at [JHEmployment.ca](http://JHEmployment.ca). This will involve completing an online questionnaire as well as submitting their resume. Applicants will be shortlisted for participation in the next step based on a review of each online questionnaire and assessing the likelihood of fit for the roles for which we are recruiting.

#### **Employment Discovery**

The next step in the recruitment process is an Employment Discovery Workshop. It is an opportunity to learn more about the role, our approach to hiring, and for us to get to know you – what motivates you, your interests and your skills. This will take place in a relaxed setting. More details will be communicated prior to the event.

#### **Employment and Mentoring**

Employment offers are made to the candidates with the best fit. Once accepted, the individuals will transition into their positions at the organization. Specialisterne provides transitional and ongoing individualized support and coaching. This ensure that each employee feels well prepared and comfortable to perform in their new position. An internal workplace mentor will provide additional support and tips to help navigate the workplace.

#### **To Apply**

Please read the role description carefully.

To apply for this opportunity, please send your resume to [soniaupadhya@jakeshouse.ca](mailto:soniaupadhya@jakeshouse.ca).