



**Community Health Service Centre Assistant  
Volunteer Position Posting  
Community Health Department  
Location: Amherst, NS**

**Do you want to make a difference in the daily lives of people in our community who utilize our services? By assisting us at our offices, you will play an important role in the provision of a wide variety of services to our clients.**

The Canadian Red Cross Society, a non-profit, humanitarian organization dedicated to helping Canadians, as well as the most vulnerable throughout the world, is seeking a Service Centre Assistant for the Community Health department. Reporting to the Community Health Transportation Coordinator this position will provide excellent customer service to clients who require a variety of services offered by the Canadian Red Cross.

**Key Responsibilities**

- Greet and respond to the needs and inquiries of walk-in clients
- Respond to general inquiries via telephone
- Assist with HELP Equipment Loans
- Encourage clients to assist the HELP Program by making a donation
- Provide information about a wide range of Red Cross programs and Services to clients
- Assist with general office activities as required

**Qualifications**

***Education and Experience:***

- Clear Police Record Check including Vulnerable Sector Check
- Standard First Aid Certificate (Training provided)
- Red Cross Orientation (Training provided)

***Abilities and Skills***

- Understanding and adherence to the CRC principles and values.
- Strong Customer service skills
- Strong Interpersonal skills
- Tact and the ability to maintain client confidentiality

***Assets*** (not required, not assessed, but desired)

- Previous experience working in a fast paced office environment

**This position requires a successful Canadian Police Record Check and Vulnerable Sector Check. The Canadian Red Cross Society is an equal opportunity employer.**

**Working Conditions**

- 4 or more hours per week depending on availability

Interested parties may submit their resumes, no later than **October 31, 2016**

The Canadian Red Cross Society  
Address: 16 Church Street Suite B Amherst NS  
E-mail: [angela.lohnes@redcross.ca](mailto:angela.lohnes@redcross.ca)

While we appreciate all responses, only candidates under consideration will be contacted.