

	Philip Aziz Centre for Hospice Care Philip Aziz Centre (PAC) & Emily's House (EH) offers hospice palliative care programming for people living with terminal and/or life-limiting illnesses. Hospice Services are delivered through a small professional staff team and large base of trained volunteers who work in collaboration with healthcare professionals and other service providers involved in a client's care.		
Volunteer Position:	Administration Support	Date:	December 2011-Present Document last updated May 2021
Job Description:			
<p>PAC & EH seeks a professional, courteous and friendly volunteer to assist staff with various administrative tasks including but not limited to; filing, phone calls, data entry, research, special projects & duties and reception coverage. The volunteer will have excellent phone etiquette, organizational skills, can follow instructions and has good communication skills (both written and oral). The admin volunteer is required to show professionalism and care, being a reliable and fair representative of our organization.</p> <p>Possible Responsibilities:</p> <ul style="list-style-type: none"> • Telephone/phone/virtual support • Digital data entry/maintenance • Preparing communication materials • Filing/organizing documents • Research projects • Assist in assembling/updating training materials • Tech savvy enough to use organization's software 			
Job Location:	PAC Admin Offices (558 Gerrard Street East, Toronto, ON M4M 1X8), Emily's House (45 Jack Layton Way, Toronto M4M 0B7), or remote/virtually	Volunteer Onboarding Complete; Confidentiality, Service Agreement, and all Consents and Documentation:	Yes
Hospice Training Required:	No but recommended. Orientation required.	Police Check Required:	Yes
Volunteer Position Status & Length:	Part-time/Temp Placement/ Ongoing	Familiar with relevant Policy and Procedures from Manual:	Yes
<p>Qualifications:</p> <ul style="list-style-type: none"> • Familiar with Microsoft Office Suites and/or MAC suites. Past Administration/Office work is an asset. • Strong attention to detail and good interpersonal skills. • Strong decision making and problem solving skills. • Ability to multi-task • Excellent communication skills 			