



Program Assistant, Equipment & Take Part programs Easter Seals Nova Scotia

Easter Seals Nova Scotia is a charity which delivers high-quality services and programs to children, youth, and adults with disabilities. Based in Halifax, we promote inclusion, independence and mobility. Our services include the provision of wheelchairs, mobility and health care-related equipment, and adapted recreational sports programs. We help thousands of Nova Scotians annually. Visit www.easterseals.ns.ca for more information.

We seek an enthusiastic, flexible and dedicated professional as our next Program Assistant. They will support the goals of our wheelchair and mobility equipment and inclusive sports programs, and also support the overall Easter Seals Nova Scotia mission. The successful candidate has excellent organizational skills, enjoys working in a busy environment while managing multiple priorities, and will have a passion for supporting and serving our clients with disabilities. The Program Assistant will report to the Coordinator of Equipment & Client Services.

Responsibilities include, but are not limited to:

- Managing the day-to-day operation of the Wheelchair Recycling and Repair Programs. This includes processing applications, entering data on the Access database, and preparing approval request forms.
- Preparing and sending approval copies to - and engaging in regular communications with - applicants, health professionals, case workers, equipment suppliers, and Easter Seals Nova Scotia administration.
- Processing incoming invoices for newly approved wheelchairs and wheelchair repairs.
- Maintaining the Access database and generating reports as requested.
- Responding to queries from program clients, applicants, health professionals and other partners.
- Assisting with pickup and/or delivery of donated equipment, cataloguing and inventory of wheelchairs and other equipment, and the storage and dispersal of used equipment.
- Assisting with preparation for and running of inclusive sports programs.
- Performing other duties as assigned by the Coordinator, Equipment & Client Services.

Qualifications and required skills:

- Experience with a certified data management or database program such as Access.
- Strong computer skills: Proficient database management and reporting skills are a definite asset, and a strong knowledge of Microsoft Office and Excel essential.
- Education or experience in recreation programming, equipment services, or a health care profession.
- Excellent communication skills, ability to respond to client and applicant queries in a timely and professional manner while respecting client confidentiality protocols.
- Ability to manage multiple tasks and deadlines while working with colleagues and community partners.
- Ability to work independently with minimal supervision.
- Knowledge of disability medical and mobility equipment a definite asset.
- A passion for serving Nova Scotians living with a disability is a must.
- Must have a valid driver's license.
- This position requires lifting and moving equipment, and may at times involve working weekends or evenings to support Easter Seals Nova Scotia programs or activities.

Closing date: **Monday, February 27, 2017, 4 pm.** *Only those selected for an interview will be contacted.*

Please send a resumé and a cover letter expressing your interest to: Faye Joudrey, Coordinator, Equipment & Client Services to f.joudrey@easterseals.ns.ca