



103-506-25th Street East • Saskatoon, SK • S7K 4A7 • Phone (306) 664-4525 • Fax (306) 664-1974

Saskatoon Crisis Intervention Service (SCIS) – Office Support Worker

Saskatoon Crisis Intervention Service (SCIS) is a community based organization that provides support, caring and connection for people in crisis 24 hours a day through a full range of telephone and mobile services. SCIS intervenes and manages social, emotional and psychological emergencies for people experiencing acute and ongoing distress in the areas of mental health, addictions, suicide prevention, family problems, child abuse and neglect. In addition to crisis services, SCIS provides intensive case management for a population described as “hard to serve or difficult to engage.” The Journey Home – Housing First Program also provides voluntary participants with the support to access and secure long-term housing.

The Office Support Worker is part of the agency administrative team that supports this dynamic human service. The position is responsible for a broad range of office support services for the agency. This includes reception, data entry, statistical report writing, and other clerical and office duties. This position also includes limited financial accounting responsibilities.

3-5 years of experience working in an office setting is required. Business college and formal computer training is an asset; this includes a working knowledge of databases, Windows OS, Microsoft Office, and SAGE 50. Must demonstrate excellent interpersonal, organizational, critical thinking and project management skills. Ability to meet the challenge of a complex work environment and meeting deadlines while managing interruptions is essential. The ideal candidate is a self starter and can work both independently and in a team setting. Experience in a human service agency is an asset.

The salary range is \$20.00 to \$25.06 per hour and includes an excellent benefit package upon completion of the probationary period. This position is approximately 37.5 hours per week. It is a 1 year full-time temporary position with the potential to become permanent. To apply please email cover letter, resume and references to resume@saskatooncrisis.ca by May 31, 2019.