



InspireHealth, a Canadian leader in supportive cancer care, is seeking volunteers with administrative experience to join our Kelowna team.

### **Administrative Support**

This opportunity is ideal for individuals who model health and well-being, are self-responsible and accountable, are team-oriented, heart-centered and passionate about supportive care.

### **Major Responsibilities**

#### **Communication & Interaction:**

- Greet each person as they come through our doors
- Answer telephone calls and handle all inquiries with care and compassion
- Check email and fax communications and respond accordingly
- Ability to multi-task: manage requests from patients, doctors, practitioners and the general public throughout the day

#### **Schedule Management:**

- Book appointments for clinicians with new and established patients
- Intake of patients and preparation of paperwork
- Monitor registration as people arrive for classes or programs
- Call patients to confirm appointments and program attendance

#### **Office Management:**

- Maintain an tidy and welcoming healing environment
- Keep patient files up to date
- Update manuals, documents and procedures when applicable
- Support inventory sales and tracking

### **Skills and Qualifications**

- Previous experience in an administrative role is ideal
- Experience with Microsoft Word, Excel and Outlook and Electronic Medical records is an asset
- Ability to listen without bias, display empathy and provide hope and support

## **Requirements & Availability**

Administration volunteers must be available during office hours -Monday to Thursday, 9:00am to 5:00pm –with a minimum commitment of 4 hours each week, for 6 months to one year. Please indicate your preferred hours on your Volunteer Application Form.

Interested volunteers are required to attend a Fireside Information Session, held every Tuesday from 11am-12pm, prior to beginning their first shift.

## **How to Apply**

Please email your resume, a brief cover letter and your completed Volunteer Application form to [info-kel@inspirehealth.ca](mailto:info-kel@inspirehealth.ca) with the title Administrative Support.

LOWER MAINLAND  
VANCOUVER  
604.734.7125  
#200 - 1330 West 8th Ave

VANCOUVER ISLAND  
VICTORIA  
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SOUTHERN INTERIOR  
KELOWNA  
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[inspirehealth.ca/](http://inspirehealth.ca/)  
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