

ESS Administrative Support Services

Course Sponsor:

Justice Institute of B.C. - Emergency Social Services Training

Target Audience:

ESS Administrative Support Supervisors and Workers, Resource Provider Coordinators, Service Provider Supervisors

Course Description:

This workshop is intended to provide ESS team members who have administrative support responsibilities with the knowledge and skills necessary to complete the administrative functions in a reception centre.

Course Objectives:

Duration: 3.0 hours

Upon completion of this course, participants will be able to:

- Identify administrative support tasks required at a reception centre
- Describe roles and responsibilities of the administrative support worker at a reception centre
- Identify the forms, supplies, materials and equipment required to conduct their administrative support function
- Set up an administrative support work station
- Demonstrate procedures for handling paperwork and recording statistics

Prerequisite:

- Family Reunification: Front Line Operations (R&I)
- Referrals for Food, Clothing and Lodging

Type of Instruction:

Lecture, group discussion, small-group work, exercise

Class Size:

10 Minimum, 30 Maximum

Course Location:

In your community or neighbouring community.

Course Availability:

ESS Directors should contact the Emergency Management Division at the Justice Institute to request this course in their community.

Point of Contact:

Emergency Management Division
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