



JOB DESCRIPTION

JOB TITLE:	Tenancy File Digitization Assistant– Canada Summer Jobs
DEPARTMENT:	Community Enrichment
CLASSIFICATION:	Student
REPORTS TO:	Manager, Community Enrichment
HOURLY RATE:	\$18.96

JOB SUMMARY:

Under the direction of the Manager of Community Enrichment, the Tenancy File Digitization Assistant role serves as a developmental opportunity to develop skills in attention to detail, confidentiality, technical proficiency and organization at Menno Place while supporting Resident and Family Centred Care. This opportunity requires teamwork, communication, collaboration and commitment to learning, including receiving constructive feedback.

This position is a **temporary full time position** funded through the Canada Summer Jobs Grant, and aligned with both Federal and Member of Parliament priorities. The student worker is required to have a commitment to the vision, mission and values of Menno Place and perform duties following Menno Place policies and procedures, ensuring the provision of Resident and Family Centred Care (RFCC).

This position requires teamwork, communication and cooperation. It is the expectation that the individual in this position contributes to a positive, safe working environment, takes instruction well and cooperates with their supervisor and co-workers. This person manages their time well and participates in continuous quality improvement of services provided.

DUTIES & FUNCTIONS:

1. File Digitization

- Scan all Independent Living tenancy documents.
- Convert paper files into digital formats.
- Name digital files using the established naming conventions.
- Upload files to designated digital storage systems.

2. Digital Organization & Data Management

- File digital documents in appropriate folders.
- Verify record completeness and proper indexing.
- Correct errors in file naming or sequencing.

- Report missing or damaged files.

3. Paper File Archiving

- Prepare physical files for archiving.
- Follow retention and destruction guidelines.
- Box, label, and store archived files in secure locations, if required.

4. Administrative & Project Support

- Track progress (e.g., number of files scanned).
- Maintain confidentiality at all times.
- Support additional administrative tasks as required.

QUALIFICATIONS

Education, Training and Experience

- Current student (high school, college, or university)
- Strong proficiency in Microsoft Office Suite.
- Basic understanding of digital filing systems.
Able to handle confidential information professionally.
- Clear criminal record check (vulnerable sector).

As per the Canada Summer Jobs program, eligibility requirements are:

To be eligible, youth must:

- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment** and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Skills and Abilities

- Communicates effectively in English both verbally and in writing.
- Courteous and collaborative interpersonal skills and works as a member of a team.
- Willingness to learn how to operate position related equipment.
- Organize and utilize resources as provided.
- Collaborates with leaders to promote a cooperative and constructive environment for improvement that consistently meets the needs of residents, families, staff, and the community.
- Self-confident in learning abilities with a willingness to ask questions.

Health & Safety

- Accountable for occupational health and safety and related activities of residential care staff.
- Is aware of their rights and responsibilities under the BC Occupational Health and Safety Act and follows all health and safety policies and procedures.
- Works safely to reduce the risk of injury to self, co-workers, and residents.
- Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor.
- Does not operate or use faulty equipment.

- Promptly reports personal injury to supervisor and seeks first aid as needed.
- Participates in fire safety demonstrations, fire and code drills and knows the community fire and disaster plan.

In the online application, you will be required to:

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

We thank all applicants however only those short-listed candidates will be contacted.

[Click Here to Apply Online](#)