



Splatsin
5775 Old Vernon Road PO Box 545
Enderby, B.C. V0E 1V0

VITAL SERVICES THAT WILL CONTINUE

Department	Position	On Location	Off Location	Notes
Administration	Senior Administrator	20%	80%	<ul style="list-style-type: none"> Required on location to authorize payments.
	Reception	40%	60%	<ul style="list-style-type: none"> Core only when the building is open or another staff member is in the office. Mail delivery
Finance	Director	20%	80%	<ul style="list-style-type: none"> Required on location to authorize payments
	Accounts Payable	10%	90%	<ul style="list-style-type: none"> Required to pick up invoices to be paid
	Payroll		100%	<ul style="list-style-type: none"> Not required to be in the office
	Accounts Receivable	10%	90%	<ul style="list-style-type: none"> Required for processing receivables.
Health	Clinical	20%	80%	<ul style="list-style-type: none"> Medical Advice over the phone Essential services onsite 1 day per week Remote pandemic focussed service provision 4 days per week
	Operations		100%	<ul style="list-style-type: none"> Remote pandemic focussed service provision 5 days per week
	Mental Health Team		100%	<ul style="list-style-type: none"> Address membership mental health concerns. Remote pandemic focusses service provision 5 days week
Housing	Director/Manager	10%	90%	<ul style="list-style-type: none"> Housing maintenance concerns can be addressed by a repair technician.
Public Works	Manager		100%	<ul style="list-style-type: none"> Concerns address as an as-needed basis.
Facilities	Manager		100%	<ul style="list-style-type: none"> Concerns address as an as-needed basis.
Education	Director		100%	<ul style="list-style-type: none"> Concerns address as an as-needed basis.
	School Staff	100%		<ul style="list-style-type: none"> Depending upon student attendance
Child Welfare	Director	20%	80%	<ul style="list-style-type: none"> Depending upon Client Load
	Reception	100%		<ul style="list-style-type: none"> Core only when the building is open or another staff member is in the office.
	Case Workers	80%	20%	<ul style="list-style-type: none"> Depending upon Case Load and new clients.
Communication	Specialist	50%	50%	<ul style="list-style-type: none"> Required to attend all meetings
Social Development	Manager	60%	40%	<ul style="list-style-type: none"> Clients (existing or new) can use telephone communications for benefits information and to make an appointment for application.
Human Resources	Manager	20%	80%	<ul style="list-style-type: none"> Respond to staffing concerns and correspond with non-core employees.