



Data Entry Volunteer – Fetal Alcohol Spectrum of Services (FASS)

Role Overview

Join our Fetal Alcohol Spectrum of Services (FASS) team and help improve the lives of adults living with Fetal Alcohol Spectrum Disorder (FASD). Through community development, advocacy, and intensive support, our program provides the long-term care necessary for the well-being of our participants.

As a Data Entry Volunteer, you play a critical role in our administrative workflow, ensuring that the progress and needs of our participants are accurately documented in our online systems.

The Impact of Your Time

- **Enhance Accuracy:** By digitizing handwritten notes, you ensure that participant records are clear, searchable, and up-to-date, directly improving the quality of support we provide.
- **Build Community Capacity:** Your administrative help allows our front-line staff to spend more time on advocacy and intensive support for those who need it most.
- **Support Specialized Care:** Accurate data is the backbone of effective service delivery, helping us track long-term outcomes for individuals and families affected by FASD.

Key Responsibilities

- **Documentation:** Transcribe handwritten case notes into our specialized online software.
- **Clerical Support:** Assist the FAAS team in maintaining organized and accurate digital records.

Qualifications

- **Communication:** Ability to read and type in English.
- **Technical Skills:** Basic computer skills and comfort using online software.

- **Values:** An openness to Bissell Centre's core values and a willingness to learn about the inner city and FASD.
- **Screening:** A current Police Information Check is required.

Commitment & Location

- **Shift Time:** Wednesdays from 9:00 AM – 1:00 PM.
- **Location:** 2nd Floor of Bissell West (10535 96 St.).
- **Environment Notes:** * This is a fragrance-free office space.
 - Please wear comfortable, casual clothes (no red clothing) and close-toed shoes.
 - Free visitor parking is available across the street.

Training & Benefits

- **On-the-Job Training:** Receive full training for your duties on your very first shift with ongoing onsite support.
- **Educational Opportunities:** Access free specialized training, including the Foundations in FASD course offered at Bissell Centre.
- **References:** A work reference can be requested after 3 months of volunteering.

How to Apply

Ready to help? Click one of the links below to start your application:

- [Standard Application Form](#)
- [Mobile Application Form](#)

Please note: Bissell Centre is closed on all statutory holidays.