



**A: Job Responsibilities**

- 1) Supporting clients who can't move on their own
- 2) Bringing the financial books to the trial balance stage
- 3) Making sure classrooms are safe and tidy
- 4) Recording day to day financial transactions and completing the posting process
- 5) Verifying that transactions are recorded in the correct day book, suppliers ledger, customer ledger and general ledger
- 6) Helping clients dress, bathe, eat etc.
- 7) Helping teachers create lesson plans
- 8) Working with small groups of students to enhance the learning process
- 9) Ensuring clients receive their medication on time

<b>Personal Care Assistant Responsibilities Include:</b>
<b>Bookkeeper Responsibilities Include:</b>
<b>Teacher assistant responsibilities include:</b>

**B: Job Briefs, which one is which?**

- 1) We're looking for a competent person to help our lead Teachers in educating our students. You'll get to work with children of various ages and educational needs, while learning how to craft effective lesson plans and organize classrooms. You'll be responsible for individual students – or smaller groups of students – who need assistance to absorb the lesson material. You'll work with the lead Teacher to build plans for class and you'll also help them with record-keeping. To do this job well, you should be smart and patient with a positive attitude. If you're ready to develop yourself in the world of teaching and do some real good for our students, we'd like to meet you. \_\_\_\_\_
- 2) We are looking for a skilled person to maintain our financial records, including purchases, sales, receipts and payments. The job duties include working closely with our accounting team to create and analyze financial reports and ensure legal requirements compliance,



process accounts payable and receivable and manage invoices and tax payments. Our ideal candidate is familiar with accounting software packages, like FreshBooks, Kashoo and KashFlow. Ultimately, the responsibilities are to accurately record all day-to-day financial transactions of our company. \_\_\_\_\_

- 3) We are looking for a competent person to support physically or mentally challenged customers in their everyday lives. The fulfilment and satisfaction that comes with helping others surpasses the challenges of this job. If you're a compassionate, positive person who isn't afraid to work hard, then this is a job for you. We expect you to be polite and a good communicator. Experience in housekeeping tasks and caring for the elderly or sick will make you a strong candidate. \_\_\_\_\_

### C) Full List of Job Responsibilities

Please look at the full list of responsibilities for one of the jobs. Can you underline the 'action' words (verb) for each responsibility. For example: 'Support clients who can't move on their own'.

What is important about these 'action' words?

### D) Job Requirements

Which requirement goes with which job? And why?

- 1) Data entry skills along with a knack for numbers \_\_\_\_\_
- 2) Positive and compassionate attitude \_\_\_\_\_
- 3) Committed to health & safety \_\_\_\_\_
- 4) Great communication and organizational skills \_\_\_\_\_
- 5) Firm but kind personality \_\_\_\_\_
- 6) Customer service orientation and negotiation skills \_\_\_\_\_
- 7) Physical stamina \_\_\_\_\_
- 8) High degree of accuracy and attention to detail \_\_\_\_\_
- 9) Cool-tempered and positive attitude \_\_\_\_\_
- 10) Excellent communication and people skills \_\_\_\_\_

Which requirements are good for any job? Why?