

# Native Child and Family Services of Toronto



## **Team Assistant**

**1 Year Contract Full-Time (35 hrs/wk)**

**Salary (\$21.10 - \$30.25/Hr)**

**Location (30 College St, Toronto)**

*“Native Child and Family Services is a community controlled multi service agency mandated both to protect Native children and to provide culture based services that support and enhance the quality of life for Native families, children, and youth within the greater Toronto area. The agency takes a holistic view of problems, builds on individual and family strengths, and engages clients as partners in identifying problems and their solutions.”*

### **Position Summary**

Under the direction of the Supervisor of Administration, the team Assistant will:

- Provide secretarial and administrative support services to various unit staff within the Agency
- Screen, assess the urgency, and respond to general telephone inquiries; ensuring messages/records/information is disseminated appropriately.
- Type from written or dictated information a variety of material such as memos, letters, clinical reports, schedules, appointment lists, legal documents, recordings and minutes.
- Complete various forms as required.
- Coordinate and schedule appointments.
- Compile/input data for statistical reporting
- Maintain and update filing system including confidential data and records. Set up and close files, update client/agency records.
- Maintain office supplies for team members. Photocopy material as required.
- Relieve other clerical or secretarial position during absences or vacation.
- Open new case and/or child files as required.
- Prepare files for transfer to other teams and organize files for closing.

### **Qualifications**

- Post-secondary education in the area of office management, business administration or a related field
- 3 to 5 years related work experience.
- Pass a Vulnerable Sector police record check
- Understand the unique dynamics that exist within the Aboriginal, Inuit, and Métis cultures.
- Excellent knowledge of general office procedures, organizational skills, ability to multitask, initiative and respect for confidentiality
- Excellent Computer skills

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**To Apply: Candidates must include the following Subject line to e-mail submission: [Competition #15-11-03](#)**

- ❖ **Deadline for applications: [November 29, 2015](#)**
- ❖ **Submit applications to: [hrncfst@nativechild.org](mailto:hrncfst@nativechild.org)**

Selection Process: The position will be selected through a review of submissions and resulting interview process.  
We thank you for your interest, however, only those applicants selected for an interview will be contacted.  
E-mail responses only. No phone calls, please.

NCFST is committed to staffing a workforce representative of the Aboriginal population we serve. While we encourage Aboriginal candidates to apply and self-identify, we hire from all ethnic backgrounds.