



CAREER OPPORTUNITY

Team Administrative Assistant Administrative Job Class Temporary – Part-Time \$47,623 - \$57,148

Intake Services is seeking an individual to fill a **temporary part-time** Administrative Assistant position **from December 2015 to December 2016**. The incumbent will be responsible for providing a full range of administrative support to the department supervisors, front line staff and Emergency After Hours workers. This will include such responsibilities as maintaining systems and intake documentation, history requests, coordinating case conferences as well as working in partnership with other administrative staff across services.

Duties Include:

- Providing a wide range of professional administrative support services for Intake Services staff, including composing and formatting letters, data entry, memoranda, and other correspondence appropriate to the position;
- Documenting data using the Provincial FastTrack system, maintaining a tracking system for statistical purposes, and preparing quarterly reporting correspondence for the Ministry;
- Scanning and verifying documentation being entered into the CPIN case management system in compliance with best practices and corporate standards;
- Maintaining electronic databases, such as: online sign out sheets, team calendars, attendance systems, electronic orientation manual;
- Tracking and reporting statistical data, ordering supplies, maintaining office equipment, and problem solving issues;
- organizing and coordinating various internal and external meetings, support for branch or department conferences, drafting agendas, attending meetings, recording and distributing minutes (minutes would be taken on computer) and organizing special events;
- Providing computer and telephone system support for front-line staff that may include introduction to CCAS databases and systems, on-site training and problem solving and liaising with Information Services for on-site resolution of technical problems;
- Responsible for data entry, analysis, review and monitoring of drive requests using Trapeze Software;
- Providing a full scope of administrative assistance to workers as required;
- Providing support and back-up to other members of the administrative support team as required;
- Providing support to seasonal branch programs such as the Christmas Program;
- Working in a safe manner in accordance with the Society's Health and Safety Policies and procedures and all relevant legislation;
- Other related duties as required.



PROGRESSIVE

EMPLOYERS
OF CANADA



Qualifications Required:

- Demonstrated increasingly responsible administrative support experience;
- Intermediate to advanced computer skills and demonstrated confident ability with a variety of PC applications, including: Windows 7, Word, Excel, AS/400, CPIN, Lotus Notes 6, and PowerPoint. The use of formulae in Excel is an additional asset;
- Accurate typing skills, good capacity for detail and above average accuracy in documentation, minute-taking and proof reading skills;
- Excellent organizational, coordination and time management skills to determine priorities, meet strict deadlines and manage several assignments simultaneously;
- excellent communication skills including strong interpersonal, written and verbal skills with an ability to interact with a wide variety of people;
- Ability to use sound judgement and tact to address a range of issues and to problem solve;
- Demonstrated ability to work independently and interconnectedly with a team and to use initiative in a fast paced environment;
- Knowledge of a variety of office equipment including computer set up, fax machine, scanner, photocopier and audio-visual equipment;
- Demonstrated understanding, and commitment to, integrating the values in the CCAS Mission Statement, the principles of equity, justice, non-discrimination and accessibility into practice, service delivery and team relationships;
- Flexibility in working beyond regular working hours until the intake telephone switchboard is cleared of calls for the day.

Assets:

- Related diploma or degree in administration and/or computer applications;
- Fluency in a second language.

The successful candidate will be licensed to drive in Ontario and required to be the principal driver of a vehicle for use on Society business.

file #

E- 15 - 073 – OACAS

to

Catholic Children's Aid Society of Toronto, 26 Maitland Street, Toronto, Ontario M4Y 1C6
Fax: (416) 395-1551 | E-mail: hrs@torontoccas.org

Deadline Closing Date is: December 2nd, 2015

We thank you for your interest in working at the Catholic Children's Aid Society of Toronto. Upon available openings, we will be contacting qualified candidates accordingly.

All communications will be held in strict and professional confidence.

The Catholic Children's Aid Society of Toronto is committed to equity and diversity and encourages applicants from varied backgrounds.

We will accommodate your needs under the Ontario Human Rights Code. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact the Human Resources Department for assistance at hrs@torontoccas.org