



## Job Information

<b>Job Title</b>	Unit Assistant
<b>Location</b>	All Sites Brockville/Prescott/Perth/Kemptville/Carleton Place
<b>Salary</b>	\$44,199 - \$52,811
<b>Term</b>	Temporary Assignment – Up to 12 months

**All interested applicants should send resume and cover letter to: [hr@fcsllg.ca](mailto:hr@fcsllg.ca)**

We thank all applicants for their interest in Family & Children's Services of Lanark, Leeds & Grenville but we will only contact those external applicants selected for an interview.

Family and Children's Services of Lanark, Leeds and Grenville (FCSSLG) is committed to providing accessible child protection services to the community. This commitment to meeting the needs of persons with disabilities exists in alignment with the key principles of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) of independence, dignity, integration and equality of opportunity. In accordance with this legislation, accommodations will be made for applicants with disabilities throughout the selection process. Accommodations will be made available for successful candidates with disabilities upon request.

## Job Summary

The Unit Assistant provides administrative is responsible for the delivery of administrative support services in alignment with the vision, mission, values and overall strategic direction of FCSSLG. The Unit Assistant reports to the Service Manager.

## Key Tasks and Responsibilities

### Functional Duties

- Understand and comply with all corporation policies, procedures, programs, practices, guidelines, and work routines including but not limited to the provision of administrative support to service teams and programs as follows:
  - Manual and electronic record keeping and filing
  - Document management
  - Statistical and other performance indicator tracking
- Be aware of roles and responsibilities under the Ontario Occupational Health and Safety Act, Regulations, and the corporation's health and safety policies and performs duties in a manner that ensures safety at all times
- Participate in regular supervision with the team manager
- Identify in consultation with the manager risks which may have implications for the corporation, including serious occurrences and complaints
- Meet accountabilities as identified by the corporation and achieve continuous quality improvement in all activities
- Participate in team meetings, staff meetings, training sessions
- Act as a liaison with community and provincial organizations as required
- Provide assistance to other workers as assigned, including but not limited to: resources and adoption



- Provide backup coverage to reception and other unit assistants as required
- Undertake all other assigned duties as required

## **Relationship Duties**

- Demonstrate behaviours, actions and attitudes that are consistent with FCSSLG's vision, mission and values
- Develop and foster respectful and accountable working relationships with key stakeholders, internal and external to the FCSSLG
- Demonstrate effective and professional behaviour that will create an environment to achieve organizational outcomes
- Demonstrate abilities to work within a constantly changing environment

## **Team Building/Interpersonal Duties**

- Demonstrate professional, respectful, collaborative working relationships
- Active participation and engagement in continuous learning activities
- Professional standards of communications with all internal and external contacts

## **Core Competencies**

### **Background/Education/Experience**

- Education: College Diploma – Office Administration or equivalent
- Minimum 2 years experience working in a computerized office environment.
- Satisfactory Police Records Check and Vulnerable Sector Screening
- Valid Driver's License, and access to a reliable motor vehicle with business use automobile insurance

### **Skills and Attributes**

- Knowledge of child protection and assigned functional skills, including Child and Family Services Act, Ministry of Child and Family Services standards and directives and all related legislation relevant to the scope of the assigned functional requirement for this position
- Ability to complete duties in alignment with the corporation's mission, vision, core values, and beliefs
- Understanding of and an ability to work in an environment of change and acceptance of the challenges inherent in an environment of change
- Ability to collaborate and maintain positive partnerships with all relevant key stakeholders aimed at building strong, sustainable relationships and supporting constructive and creating problem resolution
- Strong computer aptitude and proficiency
- Written and oral communication skills
- Demonstrated analytical skills, with attention to detail
- Demonstrated organizational and time management skills with the ability to meet tight deadlines
- Ability to work independently
- Ability to maintain a high standard of privacy and confidentiality in the performance of duties
- Ability to meet performance and financial objectives

## **Efforts and Working Conditions**

- Work is primarily performed at a desk in a normal office environment
- Long periods of sitting and computer/phone use
- Multi-task within a fast-paced, high-volume and demanding environment
- Occasional interruptions often dealing with critical issues



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CHILDREN'S  
SERVICES**

*of Lanark, Leeds and Grenville*

# JOB POSTING

- Occasional travel within the FCSLLG region including travel to satellite offices
- May be exposed to potentially hazardous environments including volatile situations, driving conditions and risks associated with an office environment
- Multiple role demands by a requirement to provide high quality work within time demands by many people