



Peel Children's Aid is a progressive child welfare agency serving children and their families throughout the diverse communities of the region of Peel.

At Peel CAS, our mission is to protect children and strengthen families & communities through partnership. We are currently seeking the following professional to join our team:

PCAS16-058 – Unit Administrator

(11 Months Contract)

SUMMARY OF DUTIES & RESPONSIBILITIES:

Provides a variety of administrative support for the Advice and Assessment Branch to enhance the efficient functioning of assigned teams.

- Processes correspondence, reports, summaries, forms and related materials for assigned teams, as required.
- Carries out administrative support services for assigned teams, including file maintenance, bring forward systems, voucher tracking and distribution, fax distribution etc.
- Attends meetings and processes minutes, as required.
- Answers calls, as required, for general client inquiries and departmental coverage.
- Provides back up for administrative positions during vacation, illness, planned absences etc.
- Maintains supplies and inventory for branch and team.
- Retrieves microfiche files, upon request.
- Maintains and acts as key operator for agency copiers and printers.
- Provides backup to reception.
- Maintains the roster for case assignment.
- Maintains police reports, fast track and school reports.
- Inputs data into e-forms and/or CWIS for screeners, as required.
- Provides Emergency After Hours Services program support.

QUALIFICATIONS:

- Post secondary diploma in office/business administration
- 2-3 years related experience
- Good computer skills, including Word, Excel, Outlook, PowerPoint
- Excellent verbal and written communication skills
- Excellent telephone manner
- Ability to work independently, as well as contribute to a team
- Good organizational and time management skills
- Bilingual in French and English is an asset

HOURS OF WORK: 9am-5pm, Monday to Friday, however working hours may vary and applicants must be flexible to work outside of standard office hours



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HOURLY RATE: Grade 13 union (\$24.29 - \$30.18/hour)

If you care deeply about the welfare of children and want to work in a dynamic and challenging environment, we'd like to hear from you.

Please submit your resume via email quoting "PCAS16-058" on the subject line to:
resumes@peelcas.org by July 11, 2016.

We thank all candidates for their interest however only those considered for an interview will be contacted.

Peel Children's Aid is an equal opportunity employer. Should you require accommodation during the recruitment and selection process, please inform human resources so that we can ensure your equal participation in this process.

Please visit our website at www.peelcas.org