ADMINISTRATIVE ASSISTANT – CHILD WELFARE
(12 month Contract – 5 days/week $43,983-$54,808)

Jewish Family & Child is a multi-service, client-centered agency, and a Children's Aid Society supporting the healthy development of individuals, children, and families; we are seeking an **Administrative Assistant – Child Welfare** to join our team. This position will work three (3) days per week at our main office in Toronto and two (2) days per week at our York Region office located at *the* Joseph & Wolf Lebovic Jewish Community Campus.

The successful candidate will be responsible for:

- Assisting the Child Protection team with file maintenance
- Providing administrative support in the preparation of a variety of materials such as memos, letters, clinical reports, schedules, appointment lists, legal documents, recordings and minutes.
- Preparing, updating and submitting the Emergency After Hours Schedule and roster
- Liaising with other CAS's and external sources on behalf of the Child Protection Team, on an as needed basis. This can include file requests.
- Tracking and updating relevant child welfare data including active legal cases, special care rate agreements, number of allegations, caseload reports, etc.
- Access and update information using various agency information systems (Matrix, Outlook, etc.).
- Maintaining and updating filing system including confidential data and records
- Participating in Reception and respond to telephone, e-mail, and in-person inquiries from clients, business partners, and other parties
- Participating as a member of the administrative services team in providing general administrative support as required
- Other duties as assigned

Qualifications:

- Post-secondary degree/diploma in Office Administration or a related program
- 2 years related experience in an office setting
- Proficiency in Microsoft Office Package (Word, Excel, PowerPoint)
- Excellent verbal skills to liaise with a number of contacts including potentially hostile clients and referring agents
- Excellent communication and interpersonal skills
- Demonstrated ability to effectively balance competing work demands
- Must be a team player and detail oriented

If you are interested in applying, please submit your resume to resumes@jfandcs.com
Please reference, **Administrative Assistant – Child Welfare**, in the subject line.

Applications should be submitted to Human Resources no later than Friday September 2, 2016.

Jewish Family & Child is committed to the principle of equal opportunity in employment.
We thank all applicants for their application and interest;
however, only those considered for an interview will be contacted.
No agencies please.

To learn more about Jewish Family & Child, please visit: www.jfandcs.com