

CAREER OPPORTUNITY



System Co-ordinator - CTC **Administrative Job Class** *Permanent* **\$55,206-\$66,247**

The following full-time position is available in the Children's Transportation Centre (C.T.C.) The office is open Monday to Friday from 8:00 a.m to 6:00 p.m. This position is for thirty-five (35) hours per week. The successful applicant will be working from the **Drewry** location.

CTC is a joint CCAS/CAST transport system that provides transportation to children of the Catholic Children's Aid Society of Toronto and the Children's Aid Society of Toronto.

Duties Include:

- Providing leadership in the use and improvement of Trapeze;
- Matching drives to requests for drivers from both Agencies';
- Maintaining integrity of the information from Trapeze and other databases;
- Developing and improving program specifications and input/output report development;
- Identifying problems, problem solving and providing user support for Trapeze;
- Reconciling invoices from external transportation services;
- Preparing driver reimbursement payments and assess any discrepancies;
- Providing coverage for dispatchers when needed;
- Administrating information by:
- Compiling and producing monthly CTC data, driver remuneration and a variety of statistical reports as required;
- Analysis of statistical information related to the number of drivers, distance driven and costs;
- Working in a safe manner in accordance with the Society's Health and Safety Policies and procedures and all relevant legislation;
- Participating in quality assurance and quality improvement projects and activities to ensure quality of own work;
- Performing other tasks as assigned.

Qualifications Required:

- Post secondary education, three years of experience and/or a combination of education and experience in a similar capacity; Excellent computer skills and confident ability in working with a variety of PC applications, including Windows, Microsoft Excel 2010, Lotus Notes, Internet Research;
- Knowledge and skill in operating a personal computer with knowledge of Local Area Networks and data base systems to administer and provide user support of the Trapeze system;
- Demonstrated experience in administrative work efficiencies, planning and implementation, evaluations and system improvements;
- Strong communication and interpersonal skills to participate in project meetings and respond to queries;
- Excellent verbal, written and listening communication skills and interpersonal skills in order to work effectively with individuals and groups from a variety of diverse communities and to resolve conflict in an effective manner;





- Independent judgment, initiative and creativity in developing and delivering approaches to solving business problems with technology;
- Excellent organizational skills to effectively establish and administer departmental information systems and to address priorities and meet deadlines;
- Training skills to provide user support and assistance to CTC staff for computer systems and networks and to train the staff accessing Trapeze and related systems;
- Familiarity with road systems of Toronto and surrounding GTA
- Good judgment and problem-solving skills to enhance smooth delivery of CTC service by the staff to both agency staff, clients and drivers;
- Willingness to work shifts as required and/or needed;
- Flexible and able to adapt to the changing needs of the team;
- Demonstrated understanding of Society's Health and Safety Policies and Procedures and relevant legislation;
- Understanding of, 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.

Assets:

- Familiarity of child welfare;
- Knowledge of Society's mandate;
- Experience with volunteer management.

file #

E- 16- 059 – 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: September 28, 2016

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