

Administrative Assistant - Permanent Family Involvement & Family Support Teams

The Agency	We are an amalgamated Child Welfare and Children's Mental Health agency committed to service excellence, teamwork and participation in decision-making. We respect and value diversity and operate from an anti-oppression framework. Located in the prime recreational area of Simcoe County and the District of Muskoka, we provide the opportunity to combine a career with a lifestyle of your choice.
The Job	This is a permanent position (60% support to the Family Involvement Team & 40% support to the Family Support Team). The incumbent reports to the Family Involvement Team Service Manager based in the Bell Farm office location. This position will also support the Family Support Team. Primary duties include; create, maintain and update records and documentation; assist in managing the referral systems; organize and maintain physical files; computer inputting, scanning and word processing of all types of forms (correspondence, minutes etc.); arrange meeting rooms and travel for children/families; maintain departmental statistics, as well as other duties as required. This is a Bargaining Unit position under CUPE local 5319.
Qualifications	<p>Preference will be given to applicants with:</p> <ul style="list-style-type: none"> • Administration Diploma or equivalent from an accredited business program or Community College • Several years of office administrative experience preferably in a child welfare setting • Strong organizational, time management and administrative abilities • Proven ability to adapt to a high volume of work with many interruptions • Demonstrated problem solving ability • Effective interpersonal and communication skills • Strong computer and software skills & knowledge, particularly in Microsoft applications • Thorough knowledge of service related software and database systems, particularly CPIN • Appreciation and ability to work within a diverse environment • A valid driver's license and access to a vehicle • Bilingualism (English/French) is a highly desired asset
Compensation	The salary range is \$38,577 to \$52,668 commensurate with experience, with a generous benefits package, vacation and leave provisions.
Applications by:	January 25, 2017

Please apply to: <https://home.eease.com/recruit/?id=15523001>

We thank all applicants, however only those under consideration will be contacted.

Accommodation at Simcoe Muskoka Family Connexions

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 705.726.6587 x 2252. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.

All Simcoe Muskoka Family Connexions offices are scent-free