

Child Protection Information Network (CPIN) Administrative Support Team Assistant

.60 FTE – Location – Collingwood – up to a 1 year contract

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 Reporting to the CPIN Sustainment Manager, the primary focus of the position will be to provide administrative support to the service units and enter information/conduct record searches in the Provincial Child Protection Information System (CPIN) in accordance with Society policies and procedures, protocols under the Collective Agreement, Ministry Regulations, Standards and Directives and relevant legislation. This position may require deployment/assignments in all our Branch offices. This is a Bargaining Unit position under local 5319.

Qualifications Preference will be given to applicants with:

- 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
- 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 required
- Bilingualism (English/French) is a highly-desired asset

Compensation The salary range is \$26,039 to \$32,556 (pro-rated for a 0.60 FTE) commensurate with experience, with a benefits package and some leave provisions.

Applications by: **October 22nd, 2017**

Please apply to: <https://home.eease.com/recruit/?id=15631571>

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