



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:

Unit Administrator, Disclosure

(11 Month Contract)

Reporting to the Team Leader, Information Retention, Sharing and Privacy Protection, the administrative assistant is responsible for providing support to the disclosure coordinator and disclosure associates. Responsibilities will include monitoring the disclosure email and voicemail boxes, opening occurrences as necessary, completing CWIS and Fast track checks, liaising with internal and external clients on administrative aspects of disclosure.

REQUIRED KNOWLEDGE AND SKILLS

1. Good computer skills, including Word, Excel, Outlook, Powerpoint, Visio
2. Excellent verbal and written communication skills
3. Excellent telephone manner
4. Ability to work independently, as well as contribute to a team
5. Good organizational and time management skills
6. Bilingual in French and English is an asset.

QUALIFICATIONS

- Post-secondary diploma in office/business administration
- 2-3 years related experience

HOURS OF WORK

- 9am-5pm, Monday to Friday
- Working hours may vary and applicants must be flexible to work outside of standard office hours

HOURLY RATE: \$25.03 - \$31.09

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 cover letter and resume indicating the competition number "PCAS17-127" via email to resumes@peelcas.org by October 31, 2017.



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

Peel Children's Aid is committed to diversity in the workplace and 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