



***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:

## **CPIN Administrator**

There are 6-month contract opportunities in the following areas:

### **CPIN Administrator, Search and Registration**

1. Checks for existing client records in multiple systems and ensures the three different set of searches is conducted in the CPIN system, including the child welfare case, the person, and the provider search.
2. Documents any findings in a contract log and advises the worker managing the case file.
3. Utilizes various functions in order to conduct the most comprehensive search and ensures the appropriate parameters are used to conduct these searches
4. Registers new individuals into the CPIN system, as required
5. Provides back up to the administrative team, as required

### **CPIN Administrator, Scanning and Attachment**

1. Scans and attaches all paper based documents to the CPIN system, including but not limited to consent forms, medical reports, school reports, assessments, referral forms etc. and create shells as required
2. Ensures that the document pertains to the case by conducting a child welfare case search and verifying that the person/people on the document are participants on the case
3. Ensures procedures are followed regarding the scanning and uploading of legal/confidential information
4. Ensures attachments are named as per the correct naming convention, so that they can be located with ease

### **REQUIRED KNOWLEDGE AND SKILLS**

- Good computer skills, including Word, Excel, Outlook, PowerPoint
- Excellent verbal and written communication skills
- Excellent telephone manner
- Ability to work independently, as well as contribute to a team
- Good organizational and time management skills
- Bilingual in French and English is an asset

### **QUALIFICATIONS:**

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



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**HOURS OF WORK:** 9am-5pm, Monday to Friday, however 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 resume via email quoting "CPIN Administrator" on the subject line to: [resumes@peelcas.org](mailto:resumes@peelcas.org) by January 25, 2018.**

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

*Peel Children's Aid 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](http://www.peelcas.org)