



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:

Team Leader, Administration (Parent and Child Capacity Building Branch)

Full-Time Permanent

Leads a team of administrators in providing administrative support to the Parent and Child Capacity Building Branch. The team leader builds the capacity of the administrative staff through support and ongoing coaching. This position also provides executive level support to the Service Directors, PACCB.

PRINCIPLE RESPONSIBILITIES

1. Provides a full range of administrative support to the Service Directors and Team Leaders in the assigned Branch(s)
2. Provides leadership and coaching to the Administrative team and ensures all work and developmental objectives are met.
3. Monitors spreadsheet budgets for Service Director(s) and Team Leaders as required.
4. Monitors and manages the administrative workload within the department or service area.
5. Responsible for time management and priority setting for administrative staff in the branch which includes planned absences, vacation schedules, coverage issues, work flow and monitoring, etc.
6. Tracks union and non- union vacations for their department.
7. Provides planning, preparation and agenda setting services for branch meetings, retreats, committees, both internal and external), provides preparation and minute taking and transcription and post work as required for agency conferences. Follows up on issues and/or requests that arise during these meetings and/or events.
8. Supports special projects that involve both internal participants and community partners.
9. Responsible for performance development (and problem issues) of assigned staff which includes the provision of supervision, learning opportunities, coaching, mentoring and providing opportunities for work experiences outside the job description.
10. Provides administrative support to external committees, as required.
11. Liaises with other Department Administrators regarding workflows and systems.
12. Provides back up and coverage to other Department Administrators as required.

QUALIFICATIONS:

Education and Experience

1. Post-secondary diploma, specializing in office administration.
2. Minimum 4-5 years related experience. Direct experience supporting senior level managers preferred.



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3. Previous supervisory experience in an administrative support function.

Skills

1. Excellent verbal and written communication skills.
2. Excellent computer skills; demonstrated experience with current software applications.
3. Good minute taking skills
4. Strong leadership skills
5. Excellent time management and organizational skills.

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

SALARY: 65,928 – 85,100

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 "PCAS18-040" on the subject line to:
resumes@peelcas.org **by April 24, 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