



Family and Children's Services of St. Thomas & Elgin

Our Mission

We protect children and youth from abuse and neglect by ensuring their safety in a permanent and nurturing environment in partnership with families and the community.

CPIN ADMINISTRATIVE SUPPORT WORKER **Full-Time, Permanent**

SCOPE OF JOB:

Primary duties include Child Protection Information Network (CPIN) Sustainment and Integration Support tasks to ensure the successful transition to the CPIN platform. General Administrative Team support duties are also a key aspect of this role. This position is within the Bargaining Unit.

QUALIFICATIONS:

Applicants must have:

- Diploma in Office Administration or related field from a recognized College;
- Previous experience in an office environment;
- Demonstrated ability to be highly organized and have excellent communication and interpersonal skills;
- Ability to effectively manage stress and balance competing demands, while maintaining a professional demeanor;
- Demonstrated proficiency in computer skills (including Microsoft Windows and Office Suite) in a digitized environment;
- Sensitivity to and awareness of issues facing First Nations, Inuit and Métis (FNIM) people;
- Demonstrated knowledge of Anti-Oppressive Practice; and
- A valid G driver's licence and use of a personal vehicle.

DUTIES:

- Carry out administrative support tasks to help facilitate the agency use of CPIN;
- Manage the production and maintenance of CPIN-related materials such as desk-guides;
- Provide assistance to the CPIN Coordinator as required;
- Provide assistance to the Manager of Administrative Support Services as required;
- Provide assistance to the Manager of Quality Assurance, Evaluation and Strategic Initiatives as required;
- Manage filing, data entry, and document preparation as requested;



Family and Children's Services of St. Thomas & Elgin

- Provide high quality, professional service, either in person or on the telephone, to all employees and visitors;
- Provide support to Team Assistants as required;
- Reception coverage as required;
- Participate in agency staff meetings, team meetings, regular supervision, and agency and professional training; and
- Other duties as required.

HEALTH AND SAFETY:

Responsibility to work safely:

- Familiarize and work in compliance with Health and Safety policies, procedures and training for safety and protection as required by the Agency and by law OHSA s.28(1)(a);
- Share responsibility for promoting safe work practices at all times;
- Take action, where possible, to remedy actual known or identified safety hazards;
- Notify management of the existence known potential or actual safety hazards OHSA s. 28(1)(c)(d);
- Use protection equipment and protective devices as required OHSA s. 28(1)(b); and
- Report all injuries and incidents (including incidents of workplace violence or harassment).

WORK CONDITIONS:

- Organization and Office setting;
- Moderate level of employee contact and interactions;
- Competing priorities with moderate levels of interruption;
- Minimal-moderate levels of mental concentration;
- Minor levels of disagreeable working conditions experienced on an occasional basis;
- Sitting, standing, walking and climbing stairs;
- Pushing, pulling and lifting medium weight items such as file boxes;
- Travel between office locations will be required;
- Fine manual dexterity required to use digital devices and related tools; and
- Ability to work flexible working hours, outside of regular business hours and overtime as required.



Family and Children's Services of St. Thomas & Elgin

REPORTS TO: Manager, Administrative Support Services

SALARY: \$36,615 to \$44,906

DEADLINE TO SUBMIT RESUME: April 24, 2018

Qualified applicants should submit their resumes to:

Family & Children's Services St. Thomas and Elgin

Attention: Dhar Sandhu

HR Fax: 519-931-2204

E-mail: dsandhu@caselgin.on.ca

"Family and Children's Services of St. Thomas and Elgin is committed to a barrier-free, respectful, accessible and inclusive work environment. We will endeavour to remove any barrier to the hiring process to accommodate those applicants with disabilities.

Please inform Human Resources in advance should accommodation be required at any point in the recruitment and selection process."

***Thank you for your interest in our organization.
Only those candidates selected for interviews will be contacted.***