



2018-75

York Region Children's Aid Society
16915 Leslie Street
Newmarket, ON L3Y 9A1
email: human.resources@yorkcas.org

November 14, 2018

Applications are now invited for the position of:

ADMINISTRATIVE ASSISTANT
6 month contract
(RICHMOND HILL OFFICE)

NATURE OF POSITION:

To provide administrative support that enhances the efficient and effective functioning of the assigned Teams. To assist in the orientation of new staff to the Teams and to act as a liaison between the Teams and other departments within the Society regarding administrative matters. To provide back-up coverage and work sharing assistance to other Administrative Assistants as necessary.

MAJOR RESPONSIBILITIES:

1. To perform accurately and efficiently all administrative duties in support of the effective operation of the Team. These duties will include required typing of correspondence, court related documents, referrals, assessments, forms, agendas, minutes, etc. and assisting team members with filing as necessary.
2. To input all data required by information systems (CWIS and/or e-forms); opening, transfer, and closing, of new cases.
3. To assist in maintaining an accurate and up to date Society database (CWIS and/or e-forms) by reviewing completed Society controls for accuracy.
4. To prepare statistics.
5. To distribute an up to date agenda for Team Meetings, and notifies Chairperson for that week.
6. To assist Team members with filing all necessary case information according to Society and legislative requirements.
7. To support team members by assisting with the coordination of telephone calls in their absence and scheduling as requested.
8. To distribute mail, memos, etc., ensure photocopying services are completed as requested.
9. To attend and participate in all Staff and Team Meetings, in-service training sessions, and other meetings as requested.
10. To participate in regular supervision with the Team Supervisor.

11. To participate in the annual evaluation of her/his performance as specified in the Policy Manual.
12. To participate in the development of any Team and/or Society planning.
13. To coordinate After Hours Duty Reports on a rotating basis with all Administrative Assistants or as requested.
14. To provide back- up coverage and overload assistance for the other Administrative Assistants as required.
15. To attend all Administrative meetings.
16. To provide other duties as assigned.

WORK REQUIREMENTS:

- Pleasant, professional and effective telephone manner.
- Good administrative and computer skills, and working knowledge of basic office equipment,
- Excellent grammatical and spelling skills.
- Good organizational, interpersonal and communication skills.
- Ability to work well under work and environmental pressure.
- Reception experience to provide backup/relief when required.
- Ability to work cooperatively and effectively as a member of a Team.
- Refer to the approved job description for details of job duties and responsibilities.
- Must possess a valid Ontario Driver's License and a car to use for business.
- Bilingualism in French would be considered an asset.

REQUIRED EDUCATION AND QUALIFICATIONS:

- Completion of Grade 12 Certificate with emphasis on commercial courses, combined with five years related office experience,
- or
- Completion of at least one year's post secondary education combined with two to three years related office experience.

PAY GRADE: 3 (\$45,227 - \$55,804)

HOURS OF WORK: 33.75

Qualified applicants are welcome to apply for this position and should do so in writing to human.resources@yorkcas.org no later than 5:00 p.m. on November 22, 2018. Please quote posting # **2018-75**.

(The Agency will follow the procedures outlined in Article 16 – Job Posting, of the Collective Agreement.)