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:

Information Management Technician (4 Month Contract)

The Information Management Technician operates and maintains information management systems for the collection, classification, retrieval and retention of records, images, documents and information. The position implements an information management program to management the lifecycle of records. Information is a vital organizational resource, and Peel Children’s Aid Society depends on accurate, readily available information to assist in management decision-making, provide litigation support, improve organizational efficiency, document compliance with legislative and regulatory requirements, and to provide historical reference.

PRINCIPAL RESPONSIBILITIES

Records Management
- Performs file maintenance tasks including classifying, coding, data entry, indexing, cross-referencing and barcoding to maintain the records repository integrity
- Maintains access lists for security classified records
- Disposes of records in accordance with records retention schedules

Document Scanning
- Scans, renames, files and data enters documents information into computer systems with accuracy and consistency

Data Quality
- Searches information and performs quality control function
- Identifies, marks and merges any duplicate person records in client system
- Reviews and updates data to increase efficiency of the record repository and performs data cleanup, reconciliation activities

Retrieval
- Completes people searches in client systems and identifies appropriate person record for use in case
- Responds to requests by searching, locating, retrieving current and historic records or information stored on microfiche and electronic databases in a timely manner

Administration
- Examines work process and explores opportunities for improving efficiencies through technology, elimination or altering of work processes and make recommendations to Manager, Information Management
- Performs routine maintenance on scanning and microfiche equipment and software
- Participates in instructing and assisting staff on information management policies and procedures
- Compiles statistics and reports on activities within information management services
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QUALIFICATIONS:

- Successful completion of a College Certificate / Diploma in Records, Library Science, Information Management or Business Administration, or approved equivalent combination of education and experience.
- Minimum 2 – 3 years of experience in records and information management, including demonstrated ability in information analysis. Experience and proven aptitude of working within information management system is required.

REQUIRED KNOWLEDGE AND SKILLS:

- Demonstrated analytical and problem-solving skills; ability to work independently towards specific objectives, with minimum supervision
- Excellent attention to detail while performing data entry and verification of data that has already been entered in information management systems
- Creative thinkers who take initiative and are capable of building, launching and managing projects / tasks that drive results for the organization
- Self-motivation and solid organizational skills to efficiently and effectively manage workload, deal effectively with multiple demands and maintain composure while progressing toward desired outcomes
- Experience in using high speed scanner and PDF editing software
- Excellent computer skills, including Word, Excel, Outlook, PowerPoint
- Required to lift records storage boxes weighing up to 40 pounds
- Bilingual in French and English is an asset

HOURLY RATE: $25.88 - $32.15

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 by visiting the ‘Working with Us’ section on our website. www.peelcas.org

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.
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