



Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Aboriginal, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Aboriginal families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

Team Assistant/Receptionist

Classification: Regular Full-Time
Hours: 35 Hours/Week

Salary Range: \$41,209-\$59,146
Location: 31 Tapscott Road

NCFST is committed to staffing a workforce representative of the Aboriginal population we serve. We encourage First Nations, Métis and Inuit applicants to apply and self-identify in their cover letter.

Position Summary

Under the direction of the Supervisor of Administration, the Team Assistant/Receptionist will provide administrative support to various departments within the agency.

Main Responsibilities:

- Screen, assess the urgency and respond to general telephone inquiries.
- Type, from written or dictated information, a variety of material, such as memos, letters, clinical reports, schedules, appointment lists, legal documents, recordings and minutes.
- Complete various forms.
- Coordinate and schedule appointments and events.
- Compile/input data for statistical reporting.
- Maintain and update filing systems, including ones that contain confidential data and records.
- Open and close files.
- Update client/agency records.
- Maintain office supplies for team members.
- Photocopy documents.
- Relieve other team assistants, as necessary.
- Prepare files for transfer to other teams and organize files for closing.
- Assist in the preparation of files for legal disclosure.
- Obtain and maintain identification for children in care.

Qualifications:

- Post-secondary education in the area of office management, business administration or a related field.
- 3 to 5 years of related work experience.
- Alternatively, a combination of education and experience will be considered.
- A willingness to obtain and pass a Vulnerable Sector Police Record Check.
- An understanding of the unique dynamics that exist within First Nations, Inuit, and Métis cultures.
- Excellent knowledge of general office procedures, organizational skills, ability to multitask, initiative and respect for confidentiality
- Excellent computer skills
- Demonstrated understanding, and commitment to, integrating the Native Child and Family Services of Toronto Mission and values into practice, service and relationships.
- Demonstrated understanding of workplace health and safety practices and understanding of an employee's responsibility under current legislation.
- Ability to work effectively with all levels of staff, to maintain effective communication and working relationships, demonstrating strong interpersonal skills, tact, sensitivity and build strong internal relationships.



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If you are interested in this job opportunity, please click [APPLY](#) on or before **August 5, 2021**

We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

We thank you for your interest, however, only those applicants selected for an interview will be contacted.