

CAST Administrative Support Team Assistant

1.0 FTE Bracebridge

The Agency We are a Child Welfare and Child & Youth Mental Health agency committed to service excellence, teamwork and participation in decision-making. Located in the prime recreational area of Simcoe County and the District of Muskoka, we provide the opportunity to combine a career with a lifestyle of your choice.

Simcoe Muskoka Family Connexions (SMFC) strives to reflect the diverse communities it serves. As a result, we encourage applications from traditionally underrepresented racialized and Indigenous communities along with candidates from 2SLGBTQ+ communities in all their intersecting identities.

If you are from an equity-seeking group or Indigenous community, and feel comfortable making it known, please feel free to do so with the knowledge it will be kept confidential and used in a safe manner to inform our recruitment process towards being an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code throughout the recruitment process.

The Job Reporting to the CPIN & Records Management Manager, the primary focus of the position will be to provide administrative support to the service units in accordance with Society policies and procedures, protocols under the Collective Agreement, Ministry Regulations, Standards and Directives and relevant legislation. This position will be required to provide occasional reception coverage in the branch location. This is a Bargaining Unit position with CUPE local 5319.

Qualifications

- Diploma from an accredited Community College in a relevant field of study.
- Several years of office administrative experience preferably in a child welfare setting
- Solid understanding of organizational infrastructure and processes.
- Broad knowledge of the child welfare system.
- Strong organizational, time management and administrative abilities
- Proven ability to adapt to a high volume of work with many interruptions
- Demonstrated problem-solving abilities.
- Effective interpersonal and communication skills.
- Thorough knowledge of service-related software and database systems, particularly CPIN
- Appreciation and ability to work within a diverse environment.
- A valid driver's license and access to a vehicle required.
- Bilingualism (English/French) is a highly desired asset.

Compensation The salary range is \$46,292 to \$57,878 commensurate with experience, with a generous benefits package, vacation and leave provisions.

Applications by: **August 18, 2022**

Please apply to: Internal Candidates: [ADP > Myself > Talent > Career Center > CAST 0822](#)
External Candidates: [CAST Admin perm 0822](#)

We thank all applicants, however only those under consideration will be contacted.

Accommodation at Simcoe Muskoka Family Connexion's

Our organization is an equal opportunity employer. We provide equal employment opportunities (EEO) and we welcome candidates from all abilities and backgrounds. We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 705.726.6587 x 2252. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.

*Tous les bureaux de connexions familiales de simcoe muskoka sont sans parfum
All Simcoe Muskoka Family Connexions offices are scent-free*