

THE CHILDREN'S AID SOCIETY OF OTTAWA  
LA SOCIÉTÉ DE L'AIDE À L'ENFANCE D'OTTAWA

**CENTRALIZED SERVICES**

**Unit Assistant – Finance and Administration**

**(2) Temporary- Full-Time Unit Assistant – 6 months - Bilingual Position**

**The Position:**

The Unit Assistant provides administrative and secretarial support including telephone reception, switchboard, typing, scanning, data entry and other administrative duties such as legal documents, statistical reports, records management, processing of police reports and hospital alerts. The Unit Assistant also provides administrative support throughout the agency as required including coverage for Records and Administrative Services.

**Qualifications:**

- High school diploma or equivalent;
- Two years administrative experience is required;
- Experience in Child Welfare or a related service area is considered an asset;
- Excellent knowledge of office procedures;
- Sound knowledge and demonstrated skills in Word processing and computer applications.
- Strong skills in Microsoft Excel and CPIN are considered an asset.
- Demonstrated knowledge, skills and abilities to work effectively with diverse communities and Aboriginal Peoples;
- Excellent communication skills (both verbally and in writing) with clients, staff and community professionals;
- Good judgment, strong interpersonal, organizational and time management skills;
- Excellent capacity to work independently as well as within a team setting;
- Proficiency in both English and French are required (oral, comprehension and written).

**Salary:**

Commensurate with training and/or experience:

Level US05      \$41,257 to \$51,049

**Position Available:**

Immediately

Please apply on <http://www.casott.on.ca/en/careers/opportunities/>

CASO is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.