

**PLEASE POST ON BULLETIN BOARD**

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

**FINANCE AND ADMINISTRATION**

**(2) Temporary Full Time – 12 months - Client Records Clerk- English position – Record Services**

**The Position:**

The Client Records Clerk is responsible to the Supervisor of Administration Services and maintains the Society's client/case records and files which represent official documentation regarding Society's clients and care providers.

The Client Records Clerk manages all active and non-active files and ensures services are provided and all files are maintained according to applicable policies and procedures.

The Client Records Clerk also perform other related duties and provides administrative support throughout the agency as required.

**Qualifications:**

- College Diploma in Health Records Administration or equivalent.
- One-year related experience including experience in Records Management using a case management system on a computer and other related technology, microfilming, working with the public and handling confidential data. One year of the experience must be working with scanning equipment.
- Strong knowledge of Society's records management services procedures.
- Sound knowledge and demonstrated skills of different computer applications including AS400, MS Word, Lotus Notes, CPIN, Laserfiche.
- Accuracy in clerical skills, including typing and filing.
- Demonstrates a high level of customer service skills.
- Strong interpersonal and communication skills (both verbally and in writing).
- Good judgment, problem solving, organizational and time management skills.
- Capable to work independently as well as within a team setting.
- Ability to lift and/or move up to 40 pounds and to climb, reach, bend, twist, crouch and kneel
- Bilingualism would be considered an asset for position.

**Salary:** Commensurate with training and/or experience:

Level 5 \$41,929 to \$51,049

**Position Available:** Immediately

Please apply at <https://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.