



Career Opportunity - Administrative Category

ADMINISTRATIVE ASSISTANT (DISCLOSURE)

Administrative Job Class

9 Months Temporary Assignment

\$51,282.47 - \$61,539.57



Legal Services of the Catholic Children's Aid Society of Toronto is seeking a self-motivated, well-organized, enthusiastic, and energetic **Administrative Assistant (Disclosure)** to provide full-time administrative support to the **Disclosure Services Department. This is a Bargaining Unit position.** In addition, the incumbent will work in partnership with other administrative staff in performing a wide range of administrative functions for the department supervisors and front-line staff.

Duties Include:

- Providing general information to incoming telephone inquiries, referring caller, or taking a message and forwarding to the appropriate Branch or disclosure supervisor/workers.
- Receiving, organizing, recording all incoming requests for disclosure, determining the significance and urgency based on own knowledge of the department's services.
- Bringing important matters to the attention of the supervisor directing matters requiring action to the appropriate person.
- Conducting searches in CPIN to determine if family/individual has history in the system.
- Opening files in CPIN for all protection disclosure requests, including Kinship, Bill 133, Out of province request, Foster Care and Adoption, Former Clients and Outside Community Agencies and assigning files as required.
- Sending record check requests to the Records Department for processing.
- Processing and sending Legal Disclosure to outside Counsel for child protection matters before the courts.
- Composing and typing letters.
- Providing detailed information on disclosure processes for requesting information and providing empathy and understanding to the needs of clients.
- Providing computer support for staff.
- Accessing courier service for disclosure records to other agencies and outside counsel.
- Making telephone calls in order to obtain more detailed information than was supplied in a request for information and clarification of consents.
- Assisting workers when needed (e.g., photocopying).
- Compiling protection disclosure stats and attendance reports.
- Scheduling and coordinating meetings and minute taking
- Working in a safe manner in accordance with the Society's Health and Safety Policies and procedures and all relevant legislation.

Qualifications Required

- Demonstrated increasingly responsible administrative support experience.
- High intermediate to advanced computer skills and demonstrated confident ability with a variety of PC applications, including Windows, Word, Excel, Power Point, AS/400, Lotus Notes 6, CPIN, DRS, Laserfiche and Child Profile System. The use of formulae in Excel is an additional asset.
- Accurate typing skills, good capacity for detail and above average accuracy in documentation, minute-taking and proof-reading skills.



- Excellent organizational, coordination and time management skills to determine priorities, meet strict deadlines and manage several assignments simultaneously.
- Excellent verbal, written and listening communication skills and interpersonal skills in order to work effectively with individuals and groups from a variety of diverse communities and to resolve conflict in an effective manner.
- Ability to use sound judgement and tact to address a range of issues and to problem-solve.
- Demonstrated ability to work independently and interconnectedly with a team and to use initiative in a fast-paced environment.
- Knowledge of a variety of office equipment including fax machine, photocopier, scanner, and audio-visual equipment.
- Demonstrated understanding, and commitment to, integrating the values in the CCAS Mission Statement, the principles of equity, justice, non-discrimination and accessibility into practice, service delivery and team relationships.
- Demonstrated understanding of Society's Health and Safety Policies and Procedures and relevant legislation.

Assets

- Related diploma or degree in administration and/or computer applications.
- Fluency in a second language

File #22-009 - Please submit your cover letter and resume no later than:

Internal Closing Date: Friday, January 28, 2022 at 11:59PM.

External Closing Date: Tuesday, February 8, 2022 at 11:59PM.

Please submit applications to: hrrs@torontoccas.org

We appreciate all applications received. All communications will be held in strict and professional confidence. Only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.

CCAS is committed to a selection process that values equity, diversity, and inclusion and also reflects the community serves.

Anti-Oppression/Anti-Racism at CCAS

CCAS is committed to having a workforce that is reflective of the diversity of the City of Toronto and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Accommodation at CCAS

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 416-395-1500. 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.

All communications will be held in strict and professional confidence.

The Catholic Children's Aid Society of Toronto is committed to equity and diversity and encourages applicants from varied backgrounds. We will accommodate disabilities in the recruitment process in accordance with the Ontario Human Rights Code. Should an

applicant require an accommodation during the recruitment process, please contact the Human Resources Department.