

The Children's Aid Society of Ottawa (CASO) is committed to building a skilled workforce that reflects the population of Ottawa as well as the diverse communities we serve. This position has been identified as an opportunity under CASO's Equity Hiring Initiative (EHI) in accordance with S.14 of the Ontario Human Rights Code. As such, we are currently inviting qualified candidates who self-identify from one or more of the following under-represented groups to apply:

Indigenous Persons

Visible Minority Persons

2SLGBTQIA+ Persons

Persons living with Disabilities

As such, only applicants who self-identify with one of the above under-represented groups will be considered. Click [here](#) for full details on CASO's Equity Hiring Initiative.

The Children's Aid Society of Ottawa is committed to removing systemic barriers in support of moving towards more equitable hiring practices. CASO takes pride in the fact that our workforce is comprised of a diverse group of employees and serve a diverse population of clients. We are committed to anti-racism and anti-oppression. Increasing representation is vital in order to provide the best possible service to the children, youth and families in our community. It is therefore important that we commit to providing a healthy work environment free of oppression for all staff. The Society recognizes the inherent dignity and worth of every employee and is committed to providing equal rights and opportunities without discrimination.

CENTRALIZED SERVICES

Administrative Assistant - Bilingual position

(1) Temporary Full Time Opportunity - 15 Month contract

The Position:

The Administrative Assistant reports to the Supervisor of Centralized Services-2. As an administrative expert, the Administrative Assistant has a valuable role in supporting the administrative needs of the agency, both in providing service to staff, clients, resource families, volunteers, and community partners, as well as tracking and managing information in various information management systems.

- Provide administrative support to specific programs or staff groups within the Society as required.

- Provide support for all methods of communication as required (telephone, email, fax, alerts, third party reports, etc.).
- Enter and maintain information in various information management systems (eg. client records, agency databases) as required.
- Prepare letters, reports, memoranda, minutes, forms and schedules as assigned.
- Assist staff with typing forms, correspondence materials, legal documentation and other, using word processing programs within required timelines.
- Maintain tracking systems as required, utilizing a “bring forward system” when necessary. Contribute to the development and updating of the AA desk manual and/or other manuals as requested.
- Coordinate and attend meetings and other activities as required. Assist in preparing for meetings, presentations by organizing and gathering the necessary documentation and supplies. Take, complete and distribute minutes/notes as requested.
- Create, print and distribute statistical reports as requested. Order and maintain office supplies/forms and other equipment as requested.
- Complete travel and transportation arrangements as required.
- Performs other related duties and provides coverage for other administrative/clerical staff in the Society as required by the supervisor.

- Familiarize staff, students & volunteers with various systems and administrative processes.
- The Administrative Assistant works collaboratively with an assigned group of clinical teams or program area, and with other Administrative Assistants in the agency.
- The Administrative Assistant keeps their supervisor informed of issues and concerns which may impact on safe and effective service delivery (internal and external).
- The Administrative Assistant establishes and maintains good professional working relationships with staff, clients, resource families, volunteers, and community partners.

Qualifications:

- High school diploma or equivalent; College diploma is considered an asset.
- 2 years of experience in an administrative position with progressive responsibility is required.
- Experience in Child Welfare or a related service area is considered an asset.
- Excellent knowledge of office procedures and familiarity with management of office systems.
- Demonstrated knowledge and skills in word processing and computer applications such as Microsoft Office Suite and CPIN.
- Excellent communication skills in French and English (both verbally and in writing) with client, staff and community professionals.
- Good judgment, strong interpersonal, organizational and time management skills.
- Demonstrated ability to prioritize, multitask and take initiative.
- Attentive to details and accuracy in clerical skills, including typing and filing.
- Demonstrates a high level of customer service skills.
- Must be flexible to work on site and remotely as required.

- Demonstrated understanding and knowledge of dealing with sensitive and confidential information.
- Demonstrated knowledge and understanding of the culture, history and current oppressions experienced by people related to gender identity, gender expression and sexual orientation faced within the 2SLGBTQIA+ communities.
- Demonstrated knowledge and understanding of the culture, history and current oppressions experienced by Indigenous peoples and racialized communities.
- Applies anti-racist, anti-ableist, anti-colonialism, anti-heterosexism and anti-cissexism lenses to social problems.

If you are interested in the above opportunity, please apply by clicking the 'apply' button on our website : <https://careers-carrieres.casott.on.ca/default?Location=default>.

We thank all applicants for their interests in the Children's Aid Society of Ottawa. However only qualified candidates who self-identify with one or more of the Under-Represented groups will be considered for this opportunity.

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.