



Children's Aid Society
La Société d'aide à l'enfance
NIPISSING & PARRY SOUND



Team Secretary

Permanent Full-Time

SALARY: \$41,577 to \$52,468

SUMMARY:

This permanent full-time position is located in the North Bay office. The Team Secretary will provide a wide range of administrative supports and services to the various Child Welfare departments. These supports and services may include directing telephone calls and clients, scanning and cleansing of client files, and day-to-day correspondence. Reporting to the Supervisor of Administrative Support Services and Quality Assurance, the incumbent will ensure sensitive information is kept confidential. All actions are performed according to the vision, mission, values and overall strategic direction of PARNIPCAS. This position is within the Bargaining Unit.

QUALIFICATIONS AND ASSETS:

- Grade Twelve (12) diploma.
- Post-secondary education in business/office administration or related field is considered an asset.
- Legal experience/education is considered an asset.
- One (1) year of relevant and current experience.
- Knowledge of office procedures and practices.
- Excellent communication skills and the ability to relate effectively to people.
- A good understanding of ethics and the ability to handle sensitive or private information with tact and discretion, knowledge of data and privacy laws.
- Ability and willingness to work flexible hours.
- Demonstrated organizational skills, including the ability to meet deadlines and priorities when faced with competing demands and working under pressure.
- Superior attention to detail and time management skills.
- Ability to type effectively and accurately.
- Ability to maintain a high standard of privacy and confidentiality in the performance of duties.
- Satisfactory Police Records Check and Provincial Child Welfare Check.
- Bilingualism (English/French) is considered an asset.

APPLICATION PROCESS

Qualified applicants are encouraged to email their resume and cover letter to the Human Resources Department: hr.information@parnipc.org.



Parnipcas is committed to a barrier-free, respectful, accessible, and inclusive work environment. We will endeavor to remove any barriers to the hiring process to accommodate those applicants with disabilities. Please inform Human Resources in advance should accommodation be required at any point in the recruitment and selection process.

We are also committed to having a workforce that is reflective of the diversity of our community and strongly encourage applicants from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Only those candidates selected for interviews will be contacted, however, we thank all applicants for their interest.