



EXTERNAL Job Postings

Job Description

Administrative Assistant, CYS

Requisition No:	01745
Posting Date:	11-10-2022
Posting End Date:	11-21-2022
Region:	Toronto
Schedule:	Full Time
Duration:	Temporary
Location:	Isabella Street
Expected Hires:	1
Minimum Salary:	\$54,544.00
Maximum Salary:	\$63,140.00
Employee Type:	Seniority Group - Administrative Support
Hours per Week:	35
Contract Length:	up to 6 months
Team:	Administration
Branch:	Child & Youth Services

POSITION

ADMINISTRATIVE ASSISTANT, CHILD & YOUTH SERVICES BRANCH *6 MONTH CONTRACT*

This position performs administrative support functions for the Child and Youth Services Department.

MAJOR RESPONSIBILITIES

1. Screens and responds to general telephone inquiries from the public, clients, suppliers, staff and external agency representatives. Relays messages, records details and refers to appropriate individual. Personally responds to routine calls.
2. Creates services in the Child Protection Information Network (CPIN) to process financial expenditures related to clients. Completes and processes invoices and requisitions related to these expenditures and ensure these are processed accurately and efficiently; liaises with Corporate Services and all stakeholders to resolve financial issues; stop payments as required.
3. Prepares and maintains a tracking system to track payments and supervisor authorizations in CPIN for services requested.
4. Use the Child Protection Information Network (CPIN) to update information and upload scanned documents.
5. Provides administrative support to Independent Living and CCSY clients, such as: enter new objections into CPIN to link up to appropriate services; prepares monthly instructions/requisition sheets; verifies and records proper payments and implements changes; liaises with Corporate Services regarding banking and payment issues; processes cheque requisitions as required. Manages the CCSY cheque log books.
6. Liaise and collaborate with children service workers and family service workers to complete applications seeking benefits for children in care.
7. Maintains tracking forms and spreadsheets and prepares statistics.
8. Types a variety of material such as letters, schedules and lists. Completes various forms and templates and occasionally composes correspondence.
9. Performs a variety of administrative duties as required, such as: opens, logs and distributes mail and faxes; places advertisements in newspapers; photocopies, scans and faxes material; maintains office supplies and books rooms; maintains schedules and referrals for case aides, assists with administration in obtaining birth certificates including preparing documents and tracking progress etc.
10. Advises Supervisor of any problems in execution of administrative and team responsibilities and participates in the planning for resolution of problems.
11. Provides support to staff with computer and technology applications.
12. Participates in team meetings and, when required, in other branch or Agency meetings; takes minutes at meetings as required.
13. Arranges transportation for clients, including inputting and managing information in the Children's Transportation Centre system.
14. Maintains and updates filing system; forwards documents to Records Department as directed.
15. Acts as back-up to other clerical or reception positions ensuring adequate coverage.

16. Complies with the Society's financial policies and procedures by using sound judgment in consideration of financial resources. This may include preparing payment requisitions, managing petty cash and TTC fare distribution.
17. Acts in accordance with and incorporates Society's Code of Ethics, Confidentiality, Anti-Oppression/Anti-Racism, Harassment & Discrimination policies, etc.
18. Working in a safe manner in accordance with the Society's health and safety policies and procedures and all relevant legislation.
19. Performs other tasks as required.

QUALIFICATIONS

Education and Experience:

- Secondary School Diploma, plus 2 years recent administrative experience;
- or
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Knowledge and Skills:

- Proven ability in keyboarding and using computer systems including Microsoft Office applications (Excel, Word, etc.) and CPIN.
- Demonstrates ability to work with confidential materials.
- Ability to work patiently and cooperatively with all stakeholders.
- Effective communications skills, including excellent telephone manner.
- Ability to cope with job pressures originating both internally and externally.
- Ability to work independently.
- Excellent customer service and organizational skills; flexible and ability to adapt to the changing needs of the team and the branch and work in a fast-paced, high-pressure setting.
- Ability to be an active and effective member of the branch administrative assistant team as well as service teams.
- Demonstrated initiative, problem-solving and de-escalation skills.

OTHER INFORMATION

Accommodation at CAST

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 416-924-4640 x2300. 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.

Equity Hiring Strategy and Application Process

The Children's Aid Society of Toronto (CAS of Toronto) is committed to building a skilled workforce that reflects the population of Toronto as well as the diverse communities we serve. For this specific career opportunity to support our Equity Hiring Strategy, CAS of Toronto is inviting applications from qualified individuals who self-identify as being part of one or more of the following under-represented groups:

- racialized (visible minority)
- 2SLGBTQ+
- persons with disabilities

This initiative is deemed to be a Special Program under the Ontario Human Rights Code.

During the online application process, applicants will have the opportunity to complete the Employment Equity questionnaire, to indicate if they self-identify as being part of one or more of the above under-represented groups. Answering the questionnaire is voluntary and all responses will be kept confidential and used only for the purposes outlined in this program. If the questionnaire is not completed by an applicant, they will not be considered as being from an equity seeking group.

The information collected will help us identify qualified applicants from the listed under-represented groups for this specific opportunity as part of our Equity Hiring Strategy. In addition, information provided will be used to understand the diversity of candidates that apply to roles within CAS of Toronto. A summary of the responses to this questionnaire will be used to help assess application trends and inform the development of enhanced and future recruitment programs which are equitable and accessible.

Qualified applicants who are interested in this opportunity can apply for position by submitting their application consisting of a cover letter and resume at <https://www.torontocas.ca/careers> , fax (416-324-2400), or mail (30 Isabella Street, 5th Floor) to the attention of Human Resources.

Applications must be received in the Human Resources Department, **NO LATER THAN 11:59 PM on MONDAY NOVEMBER 21, 2022.**

THIS IS A 6-MONTH CONTRACT POSITION EXPECTED TO BEGIN IN NOVEMBER 2022.

*****All newly hired Children's Aid Society of Toronto employees are required to be fully vaccinated against Covid-19 as a condition of hire*****