

Career Opportunity – Administrative Category

Team Administrative Assistant
Resource Services
Administrative Support and Maintenance Staff
Temporary – Ten (10) Months
\$51,795.29 - \$62,154.97



Resource Services of The Catholic Children's Aid Society of Toronto is looking for a self-motivated, well organized, attention detailed, enthusiastic and energetic individual on a temporary, ten (10) months basis as a **Team Administrative Assistant** in a unionized environment. The incumbent will be responsible for maintaining systems that assist with ensuring provider files comply with Ministry and Society standards and work in partnership with other administrative staff by performing a wide range of administrative functions for the department supervisors and front-line staff.

Duties Include:

- Providing a wide range of professional administrative support services including composing and formatting letters, faxing, data entry, and other correspondence appropriate to the position;
- Maintaining electronic files, scanning and attaching documents into CPIN, complying with best practices and corporate standards;
- Maintaining electronic databases, tracking and reporting statistical data, maintaining office equipment, and problem solving any related administrative issues;
- Providing preliminary computer support for front-line staff including introduction to CCAS applications and systems, problem-solving and liaising with Information Technology for resolution of technical problems;
- Coordinating and attending conferences and meetings;
- Drafting agendas and minute-taking;
- Acquiring external/internal documentation as required per department needs;
- Providing administrative support and coverage across agency service departments;
- Work in a safe manner in accordance with the Society's Health & Safety policies and procedures and all relevant legislation;
- Other related duties as required.

Additional Department Duties Include:

- Providing administrative support to social work teams at Resource Services may include: Foster, Adoption, Kinship, Placement, Recruitment, Training, Foundations, Family Support;
- Contributing to the administrative responsibilities of the Resource Services department that include coordinating transportation, budget tracking, statistic tracking, invoicing, training, maintaining procedure manual, annual licensing, record checks, camps, Foster Parent Honouring Event.

Qualifications Required:

- Post secondary education in Business or Administrative studies with a minimum of three years of experience and/or a combination of education and proficiency in a related office experience;
- Demonstrated increasingly responsible administrative support experience;
- Proficient in working with a variety of PC and Cloud applications including Microsoft Office 365 office package, Outlook, Adobe, MS Teams and CPIN;
- Knowledge of a variety of office equipment including photocopiers, computers, scanners and audio-visual equipment;

- Accurate typing skills with good capacity for detail and above average accuracy in documentation and proof-reading skills;
- Excellent organizational, coordination and time management skills to determine priorities, meet strict deadlines and manage several assignments simultaneously;
- Excellent communication skills including strong interpersonal, written and verbal skills;
- Ability to work effectively with an extremely diverse community;
- Ability to use sound judgement and tact to problem-solve a range of issues as they arise;
- Demonstrated ability to work independently and interconnectedly with a team and to use initiative in a fast-paced environment;
- Personal integrity, responsibility and a commitment to integrating the values of the CCAS Mission Statement and embedding anti-oppressive/anti-racist practice into all aspects of the work, the principles of equity, justice, and AODA into practice, service delivery and team relationships.

Assets:

- Familiarity with Child Welfare;
- Familiarity working with diverse communities;
- Fluency in French or a second language.

As the Catholic Children's Aid Society works under the auspice of the French Language Service Act, we welcome Francophone individuals to apply for all posted positions.

File #22-069 - Please submit your cover letter and resume no later than the internal closing date at 11:59PM.

Internal Closing Date: Wednesday, December 7, 2022

External Closing Date: Wednesday, December 7, 2022

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 it serves.

Individuals who have knowledge and experience working with people from multiple cultural and racial backgrounds and equity deserving groups (e.g., Black, Indigenous, LGBTQ2s+, etc.) are strongly encouraged to apply.

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.

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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.