

JOB TITLE: **Administrative Unit Assistant (CIC, Resource, KIN)**
 1 Permanent Position

PAY BAND: **\$44,406.60 - \$57,562.19 (2024 – 2025)**


UNIT: **Administrative Services**

DESCRIPTION:

Under the direct supervision of the Supervisor of QA, CPIN and Administration, and the Service Managers for the Unit, the Administrative Unit Assistant is responsible for providing clerical and administrative support to a designated team(s) or department within the Children's Aid Society of Oxford County.

SPECIFIC DUTIES & RESPONSIBILITIES:

Duties performed will include some of the following activities:

1. Type, duplicate, file, scan, and complete miscellaneous recordings, meeting Minutes, forms, correspondence, and/or reports, including ongoing monthly and annual service statistics, as required.
 2. Develop spreadsheets, database tables, and input computer data as required.
 3. Make telephone calls, arrange or cancel appointments, and reserve cars and meeting rooms on behalf of workers and supervisors, when requested
 4. Schedule team meetings and prepare by composing and distributing the agenda and materials as requested. Records and types meeting Minutes as required.
 5. Provide clerical and administrative support to the team or department in the use of forms, procedures, and schedules and maintains team backup calendars.
 6. Input volunteer drive requests for supervised access visits, schedule appointments and meetings, and order taxis as required.
 7. Upload all case-related documentation into the CPIN provincial database adhering to established internal procedures and utilizing the proper identified naming conventions.
 8. Assist in the completion of paperwork and forms admitting a child into care. Assist
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with research and gathering necessary information required for documentation.

9. Perform coverage and Receptionist duties when required and coverage of administrative support staff when absent or out of the office.
10. Work in a safe manner in accordance with the Society's Health and Safety Policies and Procedures and all relevant legislation.
11. Perform other duties and responsibilities as may be assigned.

QUALIFICATIONS:

- Post-secondary diploma or certificate in administrative studies with a minimum of three years related office experience is preferred.
- Preference given to applicants with previous child welfare sector experience and CPIN experience.
- Proficiency in Microsoft Office applications (including Word, Excel, Outlook, PowerPoint, Adobe, and/or Publisher).
- Excellent oral and written communication skills.
- Ability to respond to and relate professionally and effectively with team staff, colleagues, service users, and community representatives.
- Ability to complete tasks efficiently, accurately, and prioritize workload.
- Ability to work collaboratively with team staff and within the framework of agency policies and procedures
- Valid driver's license and insurance in good standing and available vehicle.

The Children's Aid Society of Oxford County is committed to the values of equity, inclusion, and respect and is dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The Agency accepts applications from all qualified individuals and encourages applications from equity-deserving groups.

We are committed to creating an accessible environment for all. If you are contacted to participate in the interview process, please let us know if you have any accommodation needs.

Apply with a cover letter and résumé to Human Resources at: hr@casoxford.on.ca
The deadline for this posting is: **November 15, 2024**