



**POSITION: UNIT ASSISTANT – Permanent (FLS Position)**

**MAJOR JOB RESPONSIBILITIES:**

- to provide all typing and word processing services for child protection worker staff and management staff, as assigned
- upload all agency documents to information system as required
- responsible for scheduling and cancelling various meetings via outlook calendar as well as scheduling of room bookings, as required
- ability to edit document in both official languages
- to attend meetings as required and take minutes – (occasionally)
- to prepare all outgoing mail for assigned staff, ready for posting
- to provide relief at reception daily (lunch/breaks and fully when receptionist is absent)
- to develop a thorough knowledge of all departmental requirements as they relate to secretarial services, (i.e. Screening procedures, court preparation, etc.) and to relieve other unit assistants when the need arises
- to contribute to the development of agency policies and procedures, as required
- to maintain files according to Agency standards
- to take responsibility for the maintaining of records (files)
- to share responsibility for the forms requirements of the Agency
- to carry out other duties which may from time to time be assigned by the Administrative Coordinator
- to assist in the collection, preparation and organization of materials for audits
- knowledge of Microsoft Office Environment with high proficiency in Word and Excel and ability to work with an information system database
- Strong ability to work with adobe program

**QUALIFICATIONS:**

- Grade 12 secondary school diploma at a minimum – preferably College degree related to the position
- three (3) to five (5) years experience in clerical/secretarial work and/or relative experience
- Ability to communicate in both official languages
- Proven ability to work independently and ability to take initiative
- ability to work effectively in a team
- demonstrated ability to work under pressure and show flexibility
- Strong ability to organize and prioritize work
- Proficient in CPIN search ( Child Protection Information Network) is a valuable asset
- To have a valid driver's license and have access to their own vehicle
- High level of confidentiality

**SALARY:**

Based on qualifications and relevant experience

Please forward your updated resume and cover letter (including posting number) addressed to Julie Clément, Director of Human Resources at [humanresources@cwcas.ca](mailto:humanresources@cwcas.ca)

*In Accordance with the Accessibility for Ontarians with Disabilities Act (AODA), The Children's Aid Society of the United Counties of Stormont, Dundas and Glengarry will provide accommodation, accessible formats and communication supports for the interview process upon request.*

***We thank all interested applicants; however, only qualified applicants will be contacted for an interview.***