



## DNSSAB IS HIRING!

### Supporting Human Services in Our Community

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to hospital when needed, assists in finding affordable childcare, and is there when a little support can make a world of difference during a difficult time.

<b>BULLETIN NO.:</b>	<b>D2025-55</b>	<b>SALARY:</b>	<b>\$57,466.92 to \$68,683.07</b>
<b>POSITION:</b>	<b>Children's Services Program Assistant</b>	<b>LOCATION:</b>	<b>Nort Bay, ON</b>
<b>DURATION:</b>	<b>Permanent Full-Time</b>		

Under the direction of the Supervisor, Children's Services, the Children's Services Program Assistant provides front-line administrative and operational assistance to the department. Key responsibilities include managing confidential correspondence, processing payments, maintaining DNSSAB's Learning Management System access, and supporting reporting and administrative activities. The role requires advanced proficiency in software such as Excel, Word, and PDF editors to prepare documents, processes, and guidelines. As assigned, the CS Program Assistant will follow up with early years and child care service providers regarding reporting, audits, and system access.

#### Qualifications:

- Completion of a two-year college diploma in Office Administration.
- Minimum two years of related experience; familiarity with Children's Services programs is an asset.
- Strong written and verbal communication skills to collaborate effectively with team members, external partners, and service providers.
- Exceptional organizational skills and attention to detail.
- Demonstrated ability to learn independently and adapt quickly.
- Proven capacity to manage multiple tasks in a fast-paced, deadline-driven environment.
- Sound judgment and ability to make decisions independently or collaboratively.
- Discretion in handling confidential and sensitive information.
- Conflict resolution skills and ability to respond appropriately in high-stress situations.
- Advanced proficiency in MS Office (Word, Excel, PowerPoint, SharePoint, Lists) and PDF editing tools.
- Working knowledge of social media and website platforms.
- Consistent attendance in accordance with organizational policy.
- Flexibility to work overtime as needed.
- Bilingualism is considered an asset.
- Valid Ontario Driver's License and access to a reliable vehicle.

#### Full-Time Permanent Employees Enjoy:

- OMERS Pension Plan
- Health, Dental, Vision, Life and Long-term Disability (LTD) Benefits
- Generous Vacation Entitlement
- Paid Sick Days
- Employee Assistance Program
- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- A Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to Diversity & Inclusion

**Must be legally eligible to work in Canada. Police Record Check within three (3) months is a requirement.**

Applications for the above position will **only** be accepted through the **Plum Recruitment** Tool up to **4:30PM, Friday, September 9th, 2025. Please follow this link <https://bit.ly/4INGRhy> to apply now!** You will be required to create a profile and complete an assessment prior to uploading your cover letter and resume. Your profile will allow you to stand out from your fellow applicants for your unique skillset. See how bright your future could be. Come join our team and help make a difference in the lives of the people we serve!

**DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance.**