



The District of Nipissing Social Services Administration Board is hiring!

Children's Services Administrative Clerk (Up to 6 Months Contract) Bulletin No. D2022-32

Do you aspire to have a fulfilling position in the human services delivery environment and to make a difference in the lives of the people in our community? At the District of Nipissing Social Services Administration Board (DNSSAB), we help people to put an affordable roof over their heads, we make sure an ambulance takes them to hospital when needed, we help them find affordable childcare so that they can go to work to support their family, and we are there when a little support can make a world of difference during a difficult time in someone's life. If you want a challenge working in the public sector with a locally respected organization, come join our team. We are looking for a talented Children's Services Administrative Clerk to add to our exceptional Children's Services team.

This up to 6 months Children's Services Administrative Clerk position is physically located in North Bay and currently provides a combination of remote and in-office work. The Children's Services Administrative Clerk provides administrative supports including assistance with correspondence, payments, system access, reporting and other administrative activities. This position will use advanced computer skills to support the Children's Services department with the preparation of various documents, processes and guidelines. This position will work with the Children's Services team to launch a service provider database and learning management system and will be responsible for testing systems, creating training materials, and establishing processes related to internal and external database access. The DNSSAB offers a competitive salary of \$29.11 per hour, a team oriented work environment, encourages a work-life balance with the right to disconnect, and is committed to ongoing development.

Qualifications:

- Two year College Diploma in the area of Office Administration;
- Two years' experience in a related field. Understanding of Children's Services related programs is considered an asset;
- Strong written and verbal communication skills, to work effectively with team members, as well as with external partners and service providers;
- Meticulous organizational skills and unswerving attention to detail;
- Skilled at self-directed learning;
- Excellent ability to manage multiple tasks effectively in a fast-paced, deadline-driven environment;
- Ability to engage in both independent and consultative decision-making to build consensus and move issues forward;
- Ability to handle confidential and sensitive information in an appropriate manner;
- Proven ability to manage conflict and sound judgement to respond in crisis and high stress situations;
- High degree of proficiency in MS Office applications including Word, PowerPoint, Excel, Publisher, and SharePoint as well as PDF editors;
- Knowledge of social media and website platforms;
- Demonstrated regular attendance in keeping with the Board's Attendance Management policy;
- Flexibility to work overtime as required;
- Bilingualism considered to be an asset;
- Valid Ontario Driver's License and a vehicle available for use on the job.

Must be legally eligible to work in Canada.

Criminal Reference Check within three (3) months is a requirement.

Proof of Vaccination is required.

Applications for the above position will only be accepted through the **Plum Recruitment Tool** up to **4:30PM Tuesday, July 5th, 2022. Please follow this link <https://bit.ly/3M0J9Iq> 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. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.