

**Position:** Children's Services Administrative Clerk

**Hours of Work:** 8:30AM to 4:30PM - Monday to Friday

**Duration:** Up to 12 Months

**Location:** North Bay

**Rate of Pay:** \$52,981.15 To \$63,321.79 per Annum

**Duties:**

Under the direction of the Director of Children's Services, the Children's Services Administrative Assistant will provide administrative supports including assistance with Children's Services program related confidential correspondence, payments, system access, reporting and administrative activities. Using advanced computer skills in software such as excel, word and a PDF editor, this position will support the Children's Services department with preparation of various documents, processes and guidelines. The position will work closely with the CS Finance and Reporting Coordinator and CS Data Coordinator as the CS department prepares to launch a service provider database and learning management system. This position will also be responsible for supporting with testing systems, creation of training materials and establishing processes related to external and internal database or system access. As assigned, the CS Administrative Assistant will conduct follow-ups with early years and child care service providers with matters related to reporting, auditing procedures and system access.

**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.
- Valid Ontario Driver's License and a vehicle available for use on the job.

Applicants must submit a current resume with a cover letter to the Human Resources Department



by **email** indicating how his/her qualifications meet the requirements specified in the bulletin. Please ensure to indicate the bulletin number and position title for the specified posting you are applying for.

Applications for the above position will be accepted **by email** at [jobs@dnssab.ca](mailto:jobs@dnssab.ca) up to **4:30PM Thursday, February 24<sup>th</sup>, 2022.**

**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.**