



Position: ADMINISTRATIVE ASSISTANT, Home Child Care Program (HCC)
TEMPORARY, FULL TIME (35 HOURS PER WEEK)

Union/Management: Temporary, Full Time, Unionized position

Part-Time July 3rd, 2018 to August 3rd, 2018, the Full-Time hours effective August 6th, 2018 to August 31st, 2019

Salary: \$20.30- \$22.80 per hour

Location: Suite 600- 700 Industrial Ave., Ottawa

Responsibilities:

- Provides telephone and email responses to child care requests in a professional and courteous manner.
- Provides general information to clients on the Home Child Care program.
- Responds with sensitivity when contact has extraordinary needs, concerns or a complaint; refers the matter to the appropriate program staff or manager.
- Prepares data reports on upcoming requests for care related to CWL.
- Cross references CWL information with HCC Consultants caseloads.
- Attends occasional staff meetings and other events related to HCC.
- Prepares information reports from CWL using Excel spreadsheets.
- Maintains confidential detailed and concise file notes on client information.
- Maintains up-to-date computer knowledge and other administrative qualifications required by the job.
- Other related duties as may be assigned by the managers of HCC

Qualifications:

- High School Graduation Diploma
- Clear Police Record Check (Vulnerable sector) completed in the last 6 months
- Previous administrative /receptionist work experience
- Previous experience with Centralized Waiting List database an asset
- Excellent word processing, database and other computer knowledge
- Excellent communication skills, written and verbal
- Ability to organize and prioritize work
- Ability to work under pressure and meet deadline in a cooperative manner
- Ability to work and think independently and creatively
- Ability to work as integral member of a team
- Pleasant, efficient telephone and reception manner
- Fluency in both official languages, written and verbal an asset

Hours of Work: 35 hours per week

Available from: **July 3rd, 2018 to August 31st, 2018**

Apply: E-mail: hrrecruiting@afchildrensservices.ca

Closing date: **June 22nd, 2018**

We thank all applicants for their interest; however only those selected for an interview will be contacted.

Should the applicant require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.