



Huron-Perth
Children's Aid Society

HEAD OFFICE

639 Lorne Avenue E.
Stratford, ON N5A 6S4
tel 519.271.5290
fax 519.272.0953

BRANCH OFFICE

413 MacEwan Street
Goderich, ON N7A 4M1
tel 519.524.7356
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The Society is currently accepting resumes for the full-time contract position as follows:

Administrative Support - GODERICH

Located in the picturesque town of Goderich, and Stratford, Ontario, we are committed to partnering with communities to provide professional child protection services. We advocate for and protect children's rights; support and strengthen families and we are leaders for positive change in our community.

Huron-Perth CAS is dedicated to building a workforce that reflects the diversity of the community in which we live and serve. We encourage applicants from African Canadian, Indigenous, people with disabilities, 2SLGBTQ+ communities to apply and to self-identify in their cover letter. We are also committed to providing barrier-free and accessible employment practices for all. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Summary of Duties and Responsibilities:

Under the supervision of the Senior Legal Counsel, the Records Management Clerk will be responsible for preparing disclosure requests by redacting information, including but not limited to record check, requests from other CAS agencies, requests from clients, former clients, legal representatives, court ordered file disclosures, community partners, and others.

- Provides clerical support and performs administrative tasks for agency staff.
- Provides service in relation to file disclosure, and other agency-specific and/or mandated services of an administrative nature.
- Maintains case files, ensuring content and format are in accordance with agency policies and procedures.
- Controls access to closed files in accordance with agency policy and filing standards.
- Processes incoming and outgoing mail, if assigned, and as relief measures in the absence of assigned staff. Prepares specialized mailings by department, as required.
- Updates and maintains electronic file information for the relevant functional area and ensures completeness and accuracy of that data in a timely fashion.
- Performs reception duties, including answering the phone, greeting visitors, room booking, and other duties suited to the reception area, as assigned by the Manager.
- Opens and closes the office as assigned, and, during office hours, properly monitors the card entry system and other aspects of agency security adopted by management.
- Provides relief for other administrative support positions as requested/required.

SAFE CHILDREN.
CONFIDENT YOUTH.
RESILIENT ADULTS.

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- Operates and understands all office equipment, including photocopiers, fax machines, building alarm system, and postage meters. Aids staff in utilizing equipment as necessary.
- Participates in team and staff meetings and contributes to the effective delivery of administrative services through constructive discussion and sharing of ideas.
- Performs other related duties as assigned by the Manager.

Qualifications:

- Community College Diploma in business or office administration, or equivalent clerical/office experience
- Valid drivers' license.
- Strong time management and communication skills (both written and verbal).
- Knowledge of agency policies, procedures, equipment, and software, including MS Office, CPIN, caseworks and VOIP system
- Sound understanding of office procedures and the ability to quickly learn and implement complex procedures.
- Thorough knowledge of filing and information systems
- Maintenance of confidentiality and integrity of information

Salary Range: \$41,510 - \$50,785

Candidates who meet the qualifications are welcome to apply and should do so in writing to Mina Saeed, Human Resources Coordinator at HR@h-pcas.ca no later than Sep 20, 2023. A cover letter and full resume, including three current professional references would be appreciated.

We thank all applicants, however, only those to be interviewed will be contacted.

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