

	JOB DESCRIPTION		
	Position Title: Program: Service: Accountable to:	CASUAL DISTRICT ADMINISTRATIVE ASSISTANT Child Welfare District Child Welfare Services District Child Welfare Service Manager	
Issued By: Date Issued:		Date Revised: Classification:	

PURPOSE AND SUMMARY

Under the direction of the District Child Welfare Service Manager, the Casual District Administrative Assistant will perform general secretarial and clerical duties by ensuring efficient, smooth operation of the unit; provide reception duties and ensure that all individuals contacting the agency are greeted in a polite, helpful, and courteous manner.

DUTIES AND RESPONSIBILITIES

I. Service Responsibilities

Under the direction of the District Child Welfare Service Manager, the Casual District Administrative Assistant is responsible to:

- a. provides secretarial and clerical duties such as - typing, minute taking, filing, and photocopying, faxing, and taking messages;
- b. provides reception duties by receiving all in-coming telephone calls in-person visits and directing calls appropriately, and being aware of all employee whereabouts and requested information when an employee is not available;
- c. maintains filing system and ensures the security and confidentiality of client files and information;
- e. distributes incoming mail, opening, date-stamping, and directing appropriately;
- f. prepare of out-going mail at the end of each working day;
- g. provide accurate and efficient typing services for employees - material, letters, reports, progress notes, discharge summaries, etc.;

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- h. maintain the photocopier to ensure that it is operational and to arrange for repairs as may be required; that supplies are ordered and stocked; and that employees using the photocopier are familiar with its operation;
- i. maintains and keeps tidy the reception area, coffee room and family room at all times;
- j. ensure appointment log for the meeting/conference rooms are kept up-to-date and that the appropriate persons are advised of any changes;
- k. assist employees in the scheduling and planning of meetings/conferences and business travel;
- l. maintain office supply stock, ordering supplies through the Property and Purchasing Officer as required, ensuring all employees are notified when supplies may be requisitioned and delivered;
- m. assist the District Child Welfare Manager in ensuring there is telephone coverage in ensuring telephone answering service/relief employee is on during lunch, after hours, weekends and holidays;
- n. record petty cash receipts and ensure checkbook/bank account is updated and reconciled/reimbursed as needed
- o. assist in the preparation and record keeping of purchase orders;
- p. maintains booking/sign-out of audio-visual equipment, child car seats and other office/child care equipment;
- q. performs other duties, related to the position, as may be assigned by the District Child Welfare Service Manager.

2. Organizational Responsibilities

As a representative of Dilico, the Employee is responsible for:

- a. reflecting and interpreting the Agency Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- b. acting in accordance with relevant legislation and Agency Policies, Standards and Procedures;
- c. proposing changes within Dilico that would improve the quality of service to Anishinabek children, families and communities;
- d. developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinabek children, families and communities;
- e. understanding his/her role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- f. applying Anishinabek culture, values, traditions and teachings into programming where possible;

- g. ensuring accuracy, confidentiality and safekeeping of agency records;
- h. participating constructively in the supervision process with the immediate Manager.

QUALIFICATIONS

1. Education

A Secondary School Diploma is required and/or a one-year certificate is a minimum. A two-year Office Administration Management diploma is preferred.

2. Work Experience

Three or more years experience in secretarial and reception duties, preferably in an Anishinabek child and family services setting.

3. Skills/Abilities

- a. excellent public relations skills;
- b. ability to operate: fax machine, photocopier equipment, postage meter, and be familiar with computer word-processing software – i.e. Microsoft Word;
- c. ability to work productively with limited supervision and under stress of deadlines;
- d. ability to follow direction and work as a member of a team;
- e. ability to maintain confidentiality;
- f. excellent verbal and written communications skills; excellent spelling, punctuation and general grammar;
- g. excellent typing, dicta-typing and computer word-processing skills;
- h. experience in the Penlieu Data System, an asset;
- i. ability to work within the policies, procedures and the vision, mission and core values of Dilico Anishinabek Family Care;
- j. good knowledge of the Anishinabek culture and issues affecting Anishinabek children, families and communities in and around the district of Thunder Bay;
- k. ability to understand and/or speak an Anishinabek language.

CONDITIONS OF EMPLOYMENT

- a. satisfactory Criminal Records Search and Vulnerable Sector search;

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- b. Required to report to work on short notice as determined by the respective Service Manager in relation to service requirements;
- c. must possess a valid Class “G” Driver’s License.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.