



POSTING

Posting date: May 1, 2024

Application Submission Deadline: May 5, 2024

Please download the Employment Application Form at www.contacthamilton.ca/careers-2/. Completed Employment Application Forms can be submitted to Selena Boutilier at selena.boutilier@contacthamilton.ca.

We will only contact those selected for an interview. Thank you.

The Children’s Services Administrative Assistant’s primary role is to provide administrative support and services to the Child and Youth Services Team and to the operational functioning of that team. The Children’s Services Administrative Assistant also provides support in general to the operation of the organization.

Contact Hamilton’s Child and Youth Services Program is currently recruiting 1 highly motivated professional for the following position:

Position: Children’s Services Administrative Assistant

Category	Part Time Contract to March 28, 2025
Part-Time Schedule	18.75 hours / week Monday to Friday, 8:30am to 12:15pm
Effective Date	ASAP
# Positions Available	1
Reports to	Manager of Children and Youth Services
Potential Hourly Rate	\$19.807/hour to \$25.062/hour
Location	Main Office Site, Hamilton Contact Hamilton has a Work From Home policy that allows employees to work from home up to 5 days/week. Employees are required to attend the Main Office Site and/or other locations when requested by their Manager, including on-site orientation.

Key Duties (not exhaustive)	<ul style="list-style-type: none"> • Provide administrative support to the Children and Youth Services Manager and Children and Youth Services team. • Provide support for team meetings, community meetings and internal committees as required including but not limited to preparation, scheduling, materials, minutes and follow-up. • Maintain team specific policies and procedures as per the direction/approval of the Manager. • Manage program referral and service tracking processes, inclusive of uploading received documents, sending out correspondence, tracking required review dates and inputting data into client database. • Maintain an orderly work environment for the Child and Youth Services team, including the identification and organization of program supplies and resources.
Minimum & Preferred Qualifications	<ul style="list-style-type: none"> • Completion of post-secondary education, ideally in office administration • Minimum of 2 years of related administrative work experience • Experience within the non-profit or human service sector • Experience with detailed data-entry in a client database
Skill Set	<ul style="list-style-type: none"> • Demonstrates Contact Hamilton's values and service principles: Integrity, Diversity, Empathy and Accountability. • Collaboration/Networking: Able to develop and maintain productive working relationships with co-workers and required service providers • Commitment to Equity, Diversity & Inclusion: Demonstrates the values and behaviours that promote equity, diversity and inclusion. • Communication: Effectively communicates orally and in writing. • Conflict Resolution & Negotiation: Able to identify, respond and resolve conflicts between calmly and productively. • Detail Oriented: Able to accurately record data, including the ability to track upcoming review dates to prompt required updates. • Problem Solving: Possesses effective problem-solving skills, including the ability to interpret and apply guidelines, policies, and procedures. • Planning & Organization: Demonstrates effective organizational abilities and the ability to work in a fast-paced and dynamic environment. • Computer Literacy: Proficient in a Windows environment; able to learn software / database systems and provide first-level IT Support to their team
Other Requirements	<ul style="list-style-type: none"> • A current and original copy of a satisfactory Criminal Records and Judicial Matters Police Check • Employees must meet the terms and conditions of the <i>Work From Home</i> Policy, including but not limited to having access to

	<p>a private and secure home office with reliable internet in order to participate in the <i>Work From Home</i> program.</p>
<p>Equity, Diversity and Inclusion</p>	<p>It is an asset to have ability to speak, read, and write in the French language.</p> <p>We are committed to providing barrier-free and accessible employment practices. As such, Contact Hamilton will provide reasonable accommodation for any applicant, as requested during the recruitment process. For any recruitment related accommodation needs and/or requests please contact Selena Boutilier at selena.boutilier@contacthamilton.ca</p> <p>Contact Hamilton believes in diversity and recognizes the benefits it can bring to our organization and the people we support by including multiple perspectives and ideas. Contact Hamilton encourages and welcomes applications from people reflecting the diversity of our communities. Contact Hamilton is dedicated to a culture of inclusivity, equity, and diversity.</p>
<p>Health and Safety</p>	<p>Health and safety is of paramount importance to us. Safety protocols are in place. All employees are expected to comply with Contact Hamilton's health and safety policies and protocols.</p>