

Team Support Administrative Assistant Permanent – South Simcoe Protection

The Agency

We are a Child Welfare and Child & Youth Mental Health agency committed to service excellence, teamwork and participation in decision-making. We respect and value diversity and operate from an anti-racist, anti-oppressive intersectional framework. Located in the prime recreational area of Simcoe County and the District of Muskoka, we provide the opportunity to combine a career with a lifestyle of your choice.

Simcoe Muskoka Family Connections (SMFC) strives to be a reflection of the diverse communities it serves. As a result, we encourage applications from traditionally underrepresented communities such as people living with a disability, minorized racialized people, Indigenous peoples, people of different faiths and people from diverse genders, gender expressions and sexual orientations. If you are of the aforementioned identities, and feel comfortable making it known, please feel free to do so with the knowledge it will be kept confidential and used in a safe manner to inform our recruitment process towards being an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code throughout the recruitment process and thereafter.

The Job

We are recruiting for a permanent 1.0 FTE Team Support Administrative Assistant to support the South Simcoe Protection Teams. Desk assignment is Barrie Office. The incumbent will report to the Administration Service Manager. This individual will provide team administrative support to the agency in accordance with Society policies and procedures, protocols under the Collective Agreement, Ministry Regulations, Standards and Directives and relevant legislation. This is a unionized position with CUPE Local 5319.

Qualifications

- Administrative or business college diploma or equivalent education and experience.
- Thorough knowledge of service-related software and database systems.
- Solid understanding of organizational infrastructure and processes.
- Broad knowledge of child welfare systems.
- Understanding of anti-oppression values and principles.
- A valid drivers' license and access to a vehicle is required.
- Strong attention to detail to avoid errors.
- Understanding of anti-oppression values and principles.
- Ability to communicate in French and English is a highly desired asset.

Compensation

The salary range will be \$46,292 to \$57,878 commensurate with experience.

Applications by:

September 25, 2022

Please apply to:

Internal [Login WFN>Myself>Talent>Career Center>Team Support AA SS Perm \(0922\)](#)

We thank all applicants, however only those under consideration will be contacted.

Accommodation at Simcoe Muskoka Family Connexions

Our organization is an equal opportunity employer. We provide equal employment opportunities (EEO) and we welcome candidates from all abilities and backgrounds. We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 705.726.6587 x 2252. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.

All Simcoe Muskoka Family Connexions offices are scent-free