



Boardmaker, Children's Inclusion Support Services (CISS)

Temporary · Part-Time · Unionized

Andrew Fleck Children's Services is looking to hire a Boardmaker to work in our Children's Inclusion Support Services program! In this role you will support quality service to clients, staff and the public by providing administrative support to managers and staff through document preparation and production.

Available from: May 25th, 2021 to December 31st, 2021 **possibility of extension*
Salary: \$17.46 to \$20.38 per hour
Hours: 3 hours per week (between the hours of 8:30 am & 4:30 pm)
Location: 700 Industrial Avenue
Closing date: May 20th, 2021
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary and comprehensive benefits package
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected, and your contributions valued
- ✓ A chance to grow – personally and professionally – through our comprehensive orientation program, on the job learning, and in-house and external training
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Work with Boardmaker software to create augmentative communication tools
- ✓ Support quality service to the CISS team by providing administrative support to manager and staff of the program
- ✓ Maintain ongoing courteous, efficient and helpful manner dealing with all contacts; respond with sensitivity when contact is upset or has a complaint; refer the matter to the appropriate program staff or manager
- ✓ Provide other program specific support as required or requested
- ✓ Respect confidentiality; relate to parents, children and other staff members in a professional and ethical manner
- ✓ Other related duties as may be assigned

To qualify for this role you have...

- ✓ High School Graduation Diploma
- ✓ Clear Police Record Check completed in the last 6 months
- ✓ Previous secretarial/receptionist work experience
- ✓ Previous experience with Boardmaker software (an asset)
- ✓ Excellent Microsoft Office Skills
- ✓ Excellent communication skills, written and verbal
- ✓ Ability to organize and prioritize work
- ✓ Ability to work under pressure and meet deadlines in a cooperative manner
- ✓ Ability to work as integral member of a team
- ✓ Pleasant, efficient telephone and reception manner

We are an equal opportunity employer. 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 at hrrecruiting@afchildrensservices.ca

APPLY TODAY!