



Administrative Assistant, Home Child Care

Permanent · Full-time · Unionized

Andrew Fleck Children's Services is looking to hire an Administrative Assistant to support our Home Child Care (HCC) program. If you are a self starter who would enjoy working in a fast paced, collaborative early learning environment, and you have the ability to implement efficient administrative and computer systems support for a team of consultants, this may be the opportunity for you. This role will require strong verbal and communications skills, excellent attention to detail, strong administrative and computer skills, and a team support approach.

Our HCC program offers quality, monitored, early learning and care for children, in private homes, usually in their neighborhood. Today, approximately 550 children aged three months to twelve years are cared for by dedicated Home Child Care Providers in nurturing, inclusive, supportive and stimulating home environments. Providers, Parents and Consultants work together to ensure that the highest standards of health, safety, nutrition and child development are met.

Available from: October 18th, 2021
Salary: \$20.81 to \$23.37 per hour
Hours: 35 hours per week
Location: 700 Industrial
Closing date: October 7th, 2021
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary and benefits including extended group health care, leave benefits, and an RRSP Program
- ✓ 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 closely with a team of Consultants to deliver exemplary service to our home child care community
- ✓ Provide telephone and email responses to child care requests or queries
- ✓ Provide general information to clients of the Home Child Care program
- ✓ Respond to extraordinary needs, concerns or a complaint with sensitivity and urgency
- ✓ Format and prepare external information, manuals, presentations and documents for distribution
- ✓ Prepare data reports and analysis on variety of care information needs including requests for care related to Child Care Registry and Waitlist (CCRAW)
- ✓ Cross references CCRAW information with Consultants' caseloads
- ✓ Prepare information reports from CCRAW using Excel spreadsheets
- ✓ Maintain confidential, detailed and concise file notes on client information
- ✓ Update and pull data from key computer databases

To qualify for this role you have...

- ✓ High School Diploma plus certificate in office administration or equivalent
- ✓ Clear Police Record Check completed in the last 6 months
- ✓ Previous administrative work experience
- ✓ Knowledge of Early Learning and Child Care (an asset)
- ✓ Previous experience with Centralized Waiting List database (an asset)
- ✓ Excellent Microsoft office skills essential
- ✓ Experience with database queries and reports
- ✓ Excellent communication skills, written and verbal
- ✓ Excellent attention to details
- ✓ Ability to organize and prioritize work
- ✓ Pleasant, efficient and professional manner
- ✓ Ability to work under pressure and meet deadlines in a cooperative manner
- ✓ Fluency in both official languages, written and verbal (an asset)

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!