



**ADMINISTRATIVE ASSISTANT - CLIENT SERVICES**  
**Job Classification - Administrative Staff**  
**Two Six-Month Contracts**  
**\$46,479 to \$59,319**

Family and Children's Services of Guelph and Wellington County is committed to the decolonization of the child welfare system while remaining focused on the safety and wellbeing of children with their families and kin. This includes challenging and responding to the structural inequalities experienced by families.

**RESPONSIBILITIES:**

This position is responsible for the administrative operation of the Client Services Department and has primary responsibility for supporting direct service staff and ensuring that all client records are managed in an efficient and confidential manner using an Anti-Oppressive and Equity framework. This position provides support to the Volunteer Drive Program, Reception and scheduling as required by the agency.

**QUALIFICATIONS:**

- Post-secondary education in office administration
- Minimum 2 years' experience in an administrative assistant role
- Exposure to child welfare information systems would be an asset
- Proficiency in the use of software systems and computer applications
- Excellent verbal and written communication skills
- Demonstrated knowledge, skills, abilities to work effectively with people from diverse communities and identities
- Demonstrated time management skills, ability to prioritize, multitask and take initiative
- Demonstrated project management experience
- Ability to work effectively in a team
- Second language is an asset

**LOCATION:** 275 Eramosa Road, Guelph

Family & Children's Services of Guelph and Wellington County is committed to working from an Anti-Oppressive and Equity practice and dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The agency encourages applications from members of an Equity seeking group and/or with lived experience. We are committed to creating an accessible environment for all. Please let us know if you have any accommodation needs. We thank all applicants; however only those considered for interviews will be contacted.

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Qualified individuals are invited to send their resume by **April 29, 2021** to:

Human Resources

Family & Children's Services of Guelph and Wellington County

employment@fcsgw.org

*Posting Date:* April 22, 2021