



## JOB POSTING

<b>POSITION:</b>	RECEPTIONIST/ADMINISTRATION
<b>REPORTING TO:</b>	MANAGER, FACILITIES AND ADMINISTRATION
<b>JOB TYPE:</b>	FULL-TIME, PERMANENT (35 HRS/WK) – CUPE BARGAINING UNIT
<b>POSTED DATE:</b>	SEPTEMBER 29, 2022
<b>APPLICATION DEADLINE:</b>	OCTOBER 06, 2022
<b>EXPECTED START DATE:</b>	OCTOBER 10, 2022
<b>LOCATION:</b>	TORONTO

### ABOUT CHILD DEVELOPMENT INSTITUTE

Child Development Institute (CDI) is a leading children's mental health agency in the City of Toronto offering a range of services to approximately 3,000 children ages 0-12, youth ages 13-18 and their families each year. Our mission is to promote and support the healthy development of children and to strengthen the families and communities in which they live. We provide four streams of service to families in need: early intervention, family violence, healthy child development and specialized mental health services for children and youth with learning disabilities.

### POSITION SUMMARY

Child Development Institute (CDI) is seeking a suitably qualified individual to fill a vacancy for a Receptionist/Admin. at various Toronto offices (Don Mills/Eglinton, Bathurst/Dundas, Yonge/Eglinton, Dufferin/St. Clair) and requires working in the evenings. The role provides wide variety of administrative support and coordinate all incoming queries to the appropriate program manager while ensuring a high level of service delivery. The ideal candidate is accurate and efficient, a collaborative team player, and a creative problem solver in all aspects of administration. Experience with working in a clinical setting would be an asset.

### DUTIES & RESPONSIBILITIES

1. Respond to inquiries and communicates with clients and families in a timely manner regarding programs or redirects to appropriate managers or staff.
2. Registers individuals for workshops, processes clinical reports and takes minutes at meetings as required.
3. Receive and greet visitors in a courteous and professional manner, making them feel welcome and comfortable and provides routine information/literature as requested by interested parties.
4. Maintain office security by following safety procedures and controlling access via the reception desk.
5. Answer phone calls as required.
6. Receive, date, stamp, document, distribute, record and mail all outgoing mail and incoming mail.
7. Prepare overnight packages and outgoing mail.
8. Fill copiers and fax machines with paper & toner as needed.
9. Keep copy area stocked with stationary & supplies.
10. Keep reception area, kitchen & conference rooms clean and presentable.
11. Maintain room bookings; staff weekly schedule.
12. Administer and maintain CMS, including client files.
13. Assist and develop mail merges (i.e. Database, Form Letters, Mailing Labels, etc.).
14. Creating files and general office filing.

15. Miscellaneous projects as assigned by management.
16. Receive and distribute faxes/general mailbox.
17. Maintain inventory of office supplies and obtain approval from Supervisor to place orders.
18. Assist Accounts Payable including coding of vendor number to invoices for processing.
19. Provide evening coverage as required.
20. Actively participate and contribute to the Health, Safety & Wellness Committee.
21. Conduct workplace inspection, environments, and buildings to identify areas that can cause health and safety hazards.
22. Assist in the implementation of new Health & Safety Program within the organization.
23. Adheres to agency policies, procedures and practices.
24. Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS AND SKILLS**

- College Diploma or equivalent combination of education and experience
- A minimum of two (2) years reception/administrative experience
- Ability to work independently with minimal direction, in a fast-paced environment and ability to work under deadline pressure is essential.
- Must be detail-oriented, highly organized and creative.
- Excellent communicate skills both written and verbal.
- Demonstrated ability to maintain confidentiality.
- Be a dedicated and flexible team player, able to interact with team members and colleagues at all levels of the organization.
- Demonstrated ability to work in a respectful manner with groups from diverse backgrounds and experiences.

### **TECHNICAL QUALIFICATIONS**

- Digital IP-based telephone experience a plus.
- Strong knowledge of PC, Windows, Internet and word processing applications.
- Strong working knowledge of MS Office Suite and CMS applications.

### **WORKING CONDITIONS**

- Fast-paced work environment.
- Frequent travel to various CDI locations.
- Frequent handling of queries and calls from clients, colleagues, service providers and managers.
- Required to have a flexible work week in order to meet client needs, community-based services

**COMPENSATION:** \$ 46,825 PER ANNUM

### **APPLICATION INSTRUCTIONS:**

Please submit your chronological resume via e-mail:

Child Development Institute

Human Resources

E-mail: [kdaud@childdevelop.ca](mailto:kdaud@childdevelop.ca) and [careers@childdevelop.ca](mailto:careers@childdevelop.ca)

Thank you in advance for your interest. However, due to the volume of resumes received, only those candidates selected for interviews will be contacted.

### **DIVERSITY AND INCLUSION:**

Child Development Institute is an Equal Opportunity Employer. We value inclusivity & diversity in the workplace. We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;

- persons with visible and/or invisible (physical and/or mental) disabilities; and
- persons of marginalized sexual orientations, gender identities, and gender expressions.

We recognize that many of these identities intersect and that therefore, diversity and inclusion can be complex. We value the contributions that each person brings, and are committed to ensuring full and equal participation for all in our community.

**ACCOMMODATION:**

Child Development Institute is committed to creating an accessible and inclusive organization. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Ontario Human Rights Code (OHRC). Child Development Institute will provide accommodations throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please notify Human Resources of the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.

All applicants are advised that offers of employment are contingent upon the successful completion of a Vulnerable Sector Check.

**Note: All CDI employees are required to be fully vaccinated as a condition of hire in accordance with CDI Mandatory Vaccination Policy.**