



JOB POSTING

POSITION:	RECEPTIONIST (ON-CALL)
REPORTING TO:	MANAGER, FACILITIES AND ADMINISTRATION
JOB TYPE:	CASUAL/RELIEF (ON A NEED BASIS), NON-BARGAINING
POSTED DATE:	OCTOBER 20, 2022
APPLICATION DEADLINE:	UNTIL FILLED
EXPECTED START DATE:	ASAP
LOCATION:	DON MILLS/EGLINTON, BATHURST/DUNDAS, YONGE/EGLINTON, AND DUFFERIN/ST. CLAIR

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 casual part-time Receptionist to support our Head Office and various service centers. This position is ideal for someone seeking flexible, part-time work. Shifts would be a mixture of scheduled vacation coverage, and on-call sick coverage, and would typically occur between the hours of 8am and 8pm, Mon-Fri. The ideal candidate will have reliable transportation to work in locations across Toronto, if needed. These locations include: Don Mills/Eglinton, Bathurst/Dundas, Yonge/Eglinton, and Dufferin/St. Clair.

DUTIES & RESPONSIBILITIES

1. Answering phone calls, receiving clients, guests, and staff in a courteous and professional manner
2. Responds to inquiries and communicates with staff, clients, and families in a timely manner
3. Sort and distribute incoming mail and prepare all outgoing mail/packages
4. Keep reception area, lunchroom, meeting rooms clean and presentable
5. Maintain office security by following safety procedures and controlling access via the reception desk.
6. Keep copy area stocked with stationary & supplies.
7. Assist with small projects as required by other administrative support
8. Adheres to agency policies, procedures, and practices
9. Performs other duties as assigned

MINIMUM QUALIFICATIONS AND SKILLS

- A minimum of one (1) year reception experience in a professional environment or equivalent experience
- Excellent communication and organizational skills
- Excellent working knowledge of MS Office software, database, VoIP phone systems and internet
- Ability to work independently with minimal direction, in a fast-paced environment and ability to work under deadline pressure is essential.
- Valid First Aid and CPR Certificate
- Demonstrated ability to work in a respectful manner with groups from diverse backgrounds and experiences.
- Strong customer service capability; with experience in developing and maintaining positive relations with internal and external contacts

WORKING CONDITIONS

- Fast-paced work environment.
- 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 (i.e. work evenings, daily shifts)
- Travel to various locations

COMPENSATION: Salary is under review and is subject to skills, abilities, and qualifications.

APPLICATION INSTRUCTIONS:

Please submit your chronological resume via e-mail:

Child Development Institute

Human Resources

E-mail: 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.