

JOB POSTING

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| POSITION: | COORDINATOR, FACILITIES AND ADMINISTRATION |
| REPORTING TO: | MANAGER, FACILITIES AND ADMINISTRATION |
| JOB TYPE: | FULL-TIME PERMANENT (35 HRS/WK) – NON - BARGAINING |
| POSTED DATE: | NOVEMBER 18, 2021 |
| APPLICATION DEADLINE: | UNTIL FILLED |
| EXPECTED START DATE: | ASAP |
| LOCATION: | VARIOUS LOCATIONS |

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 3,500 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

The Coordinator, Facilities and Administration is responsible for a range of duties enabling Facilities and Administration to deliver best practices in providing administrative services, including facilities administration and reception services to the organization.

DUTIES & RESPONSIBILITIES

ADMINISTRATION

1. Provide sound knowledge of reception duties in particular responding appropriately to CDI clients, bringing consistency to administration and reception functions and procedures across all CDI locations.
2. Respond to inquiries and communicate with clients and families in a timely manner regarding programs or redirects to appropriate managers or staff.
3. To train new reception and administrative staff.
4. To assist in fully documenting the administration and reception processes for all CDI sites.
5. Where appropriate assign tasks to administration team and ensure timely completion.
6. Organize coverage for reception and administration staff time off and provides back up to reception and administration staff on an emergency basis.
7. Daily support the 3CX phone system
8. Prepare and edit correspondence, communications, fillable forms, presentations and other documents
9. Cover evening shifts supporting evening programs at various sites.
10. Provide administrative clinical support as necessary, including participant recruitment, correspondence with families, scheduling appointments for Psychoeducational assessments, etc.

FACILITIES

1. Assist with developing and monitoring the maintenance schedule for all facilities-related services and ensuring tracking at all CDI locations.

2. Assist with obtaining quote comparisons for maintenance, office and facilities services. To vet quotations and to contribute to final selections and providing recommendations.
3. Oversee review and logging of maintenance and facilities related invoices with the assistance of reception staff.
4. Manage keys for all properties.
5. Respond to alarm monitoring / cameras for all CDI facilities
6. Assist with office layout planning and office moves, and maintain floorplans

HEALTH & SAFETY

7. Actively participate and contribute to the Health, Safety & Wellness Committee.
8. Advise and assist in maintaining/updating the fire warden list for all CDI locations.
9. Be vigilant and prompt in addressing /escalating Health and Safety and Security matters to Manager, Facilities and Administration so they can be resolved expediently.
10. Conduct H&S orientation for staff and clients as required.
11. Conduct workplace inspection, environments, and buildings to identify areas that can cause health and safety hazards
12. Assist in the implementation of new Health & Safety Program within the organization.

OTHER

1. Assist in preparing financial budgeting and monitoring of budgets for on going spending.
2. Verify the completion of services, maintenance and supplies received in each location.
3. Offsite record retention process.
4. Maintain records of management and services, follow contacts schedule.
5. Inventory and assets management develop disposal process.
6. To ensure administration, reception and facilities work follows established internal policies and procedures.
7. Assist Manager, Facilities and Administration in developing and preparing documentation to support various processes within facilities and administration.
8. Provide back up to Manager, Facilities and Administration and be on call for security monitoring calls for various locations as required.
9. Other duties as assigned and required including day-to-day administrative services to support all facets of the business.

MINIMUM QUALIFICATIONS AND SKILLS

- College Diploma, preferably in office administration, business administration or equivalent.
- 2-5 years of progressive experience in customer service, reception and/or office administration.
- Proficient with MS Office Suite (intermediate in MS Excel).
- Possess strong verbal and written communication and influencing skills.
- Demonstrated ability to multitask, probe, analyze and problem solve issues.
- 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.

WORKING CONDITIONS

- Governed by concurrent and dynamic deadlines, despite conflicting priorities and frequent interruptions.
- The noise level in the work environment is usually moderate.
- Occasional travel to CDI locations.

- Fast-paced work environment.
- Frequent handling of queries and calls from employees, and managers.
- Variable hours, some evenings and required to work overtime in order to meet deadlines.

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

APPLICATION INSTRUCTIONS:

Please submit your chronological resume via e-mail to:
Child Development Institute
Human Resources
E-mail: careers@childdevelop.ca or KDaud@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. To meet organizational needs, 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, equity, 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.