



Job Posting

ADM12-21 Social Services Team Assistant

**12-month Temporary Contract
(Salary Range: \$25.35 - \$27.74)
35 Hours/Week
Social Services Department**

The County of Grey is currently recruiting for one temporary Social Services Team Assistant

Join us and help make a difference! At Grey County we work together to deliver essential public services that meet the needs of our communities. Grey County isn't just a great place to work; it's a great place to live. Grey County offers beauty you can't get in the city along with a lifestyle that is more relaxed and family oriented – we are a family of distinct and proud communities that showcase natural beauty, opportunity and a peaceful rural lifestyle.

Position Overview:

- Provide client-centred, high-quality customer service in an empathetic manner as well as administrative, clerical, and computer support services to a team of staff with primary focus within the Children's Services program
- Answer telephone calls, electronic communication, receive walk-in clients and refer all contacts to appropriate staff
- Take minutes of meetings where required, and keep records of these minutes for distribution

Required Knowledge, Skills and Experience:

- Minimum one-year certificate from a recognized college of applied arts and technology in Office Administration
- Proficient skill in Microsoft Office products and the ability to learn new technology
- The ability to prioritize and organize work flow with the ability to exercise judgment and maintain confidentiality
- Knowledge of Children's Services programs is an asset

Information for Interested Candidates

A detailed job description and instructions on how to apply are available on the County's website, www.grey.ca/careers

Candidates for the above position are invited to submit resumes prior to the submission deadline: **September 29, 2021 at 4:30 p.m.** to patti.mcnabb@grey.ca

Please note: First consideration will be given to Grey County Social Services OPSEU Local 266 bargaining members as per Article 10.04 of the OPSEU Collective Agreement.

We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.

The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act and will be used only to determine eligibility for employment.

Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.