



Administrative Assistant, Strategy, Communications and Finance

Full-Time Permanent Position

Children's Treatment Network (CTN) builds brighter futures together for over 25,000 children and youth with disabilities and other developmental needs. Some of our clients have lifelong, complex disabilities and use equipment such as wheelchairs to move around, while others need therapy to help them speak clearly.

Funded by the Ministry of Children, Community and Social Services, CTN provides an average of 81,000 service visits each year, which are delivered through public and private partner organizations in the health, education and community/social service sectors. We work across sectors to support families where they need it most – in home, school and community settings. Collectively, we provide intake, service navigation and coordinated service planning; assessment and diagnostic services; specialized clinical and rehabilitation services such as physiotherapy, occupational therapy and speech language therapy; a family mentor program and inclusive events for children and families.

Families are at the heart of our decisions and embedded in our work through consultation, involvement, partnerships and shared leadership. They are involved in our governance, internal operations as employees, at the system level through family advisory committee and volunteer positions and as members of their child's clinical team.

Are you an administrative professional with a keen eye for detail and exceptional organizational skills? Do you pride yourself on providing a high level of administrative support, building strong relationships and leveraging technology to work efficiently? Are you interested in using your skills to help build brighter futures for children and youth with disabilities and other developmental needs? If so, Children's Treatment Network wants to hear from you!

REQUIREMENTS

- Graduate of an Office Administration Program at the community college level or an equivalent combination of education and experience
- Three years of experience working in a healthcare or community service sector environment with a focus on supporting senior management
- Demonstrated business professionalism with respect to confidentiality, recognize sensitivity and exercise good judgement, discretion and accountability in all aspects of the role when dealing with colleagues, clients, families, team members, and network providers
- Demonstrated ability to manage multiple priorities while maintaining strong attention to detail in a fast-paced environment
- Ability to work as a team using a problem solving approach with other team members; always working to move the team towards the achievement of its goals, build its capacity and create an environment of consensus and collaboration
- Demonstrated initiative, flexibility, adaptability and be proactive in anticipating the needs to support corporate operations
- Excellent organizational and inter-personal skills including strong oral and written communication
- Advanced skills with Microsoft Office Suite including Outlook, PowerPoint and Excel
- Confident with learning new technology and software

- Experience with online content management systems considered an asset
- Experience working with corporate purchasing and related financial processing activities
- Ability to work flexible hours in support of requirements that may fall outside of the typical work hour framework
- Knowledge of the children's service systems in Simcoe County and York Region considered an asset
- Ability to communicate in French or other languages considered an asset
- Experience with and understanding of various cultures and cultural communities including Francophone, First Nations, Métis and Inuit (FNMI) communities considered an asset
- Certified First Aid considered an asset
- Demonstrated commitment to a safe environment for staff, clients and families by working in compliance with the Occupational Health & Safety Act and related policies
- A valid Ontario Driver's license, insurance and access to a vehicle

Selected successful candidates will be required to produce a clear police records check and vulnerable sector check prior to start of employment.

CTN offers a competitive compensation and benefit package including participation in the Healthcare of Ontario Pension Plan (HOOPP).

During the COVID-19 pandemic, CTN employees are working remotely. However, CTN's Head Office and this position are typically based in Oak Ridges. In the future, occasional travel across CTN's catchment areas may be required.

If you are interested in being part of a leading edge network, working with committed and engaged service partners in advancing the provision of comprehensive and integrated care to children with disabilities and developmental needs and their families, please send your resume via email to careers@ctnsy.ca by **August 21, 2020**. For more information about CTN please visit our site at www.ctnsy.ca.

As part of the hiring process applicants may be asked to complete an online activity to determine their level of computer skills.

CTN is committed to welcoming people with disabilities as part of our hiring process. If you have special requirements please advise us if you are contacted for an interview so that appropriate accommodations can be made during the recruitment process.

CTN is governed by the requirements of the French Language Services Act and therefore encourages applications from French speaking candidates.