



## Halton Children's Aid Society JOB POSTING # 13-24

### Executive Assistant and Board Liaison

<b>POSITION TYPE:</b>	One (1) Regular Full-Time Position
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>SALARY:</b>	\$70,709.88 to \$82,720.56
<b>DEPARTMENT:</b>	Executive Director's Office
<b>REPORTS TO:</b>	Executive Director
<b>POSTING DATE:</b>	July 22, 2024
<b>POSTING DEADLINE:</b>	Applicants should create an account and apply at <a href="https://myavanti.ca/careersathaltoncas/">https://myavanti.ca/careersathaltoncas/</a> by <b>July 31, 2024 at 4:30pm</b>

Reporting to the Executive Director, the Executive Assistant and Board Liaison is responsible for providing effective and efficient administration to the Office of the Executive Director and the Board of Directors (and its Committees) at the Halton Children's Aid Society (Halton CAS).

#### Main duties and responsibilities include, but are not limited to:

##### Executive and Board Support

- Provides administrative support to the Executive Director and the Board of Directors including processing mail, prioritizing correspondence, organizing and maintaining file systems, tracking survey participation and completion, word processing, and development of spreadsheet and presentations
- Screens and responds to all telephone calls in the absence of the Executive Director (or designate)
- Assists with the preparation, completion, input, tracking and/or review of reports, correspondence, data, records, verification documents, payments
- Oversees and assists in preparations for reviews, audits or other similar processes
- Maintains Executive Director's schedule and calendar
- Problem solves on behalf of the Office of the Executive Director
- Maintains agency memberships
- Supports Leadership Team initiatives as directed by Executive Director
- Co-ordinates adhoc projects as assigned by the Executive Director or the Board
- Prepares for meetings by composing and distributing agendas and materials
- Prepares and processes reports, including monthly Board reports, in a timely and accurate manner

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- Attends all Board of Director and Committee meetings, except as otherwise directed, including minute taking and distribution
- Maintains register of attendance and maintenance of Board Tenure, according to Society By-Laws
- Coordinates a variety of meetings (Annual General Meetings, regular monthly Board meetings, Board Committees, management, staff, etc.), including inviting participants, scheduling times and dates and all logistics including booking board and conference rooms, arranging room set-up, audio-visual equipment and meals and refreshments

#### **Risk Management**

- Tracks information related to all insurance policies and lawsuit claims
- Collaborates with the Insurance Broker and both internal and external Legal Counsel, on the coordination of all claims against the Society
- Acts as the internal claims management coordinator, ensuring regular check-ins with all relevant parties, and secures Executive sign off on any decisions made throughout the claims management process

#### **Communications**

- Implements and monitors approved public relations program and public awareness campaigns, in conjunction with the Quality Improvement team and Communications Specialist
- Maintains professional relationships with local media
- In conjunction with Executive Director, monitors budgets and deliverables of communications programs
- Participates on Provincial Communications Working Group
- In conjunction with Executive Director and the authorized Communications Specialist, coordinates highly sensitive and confidential communications and collates information on Society-wide initiatives
- Coordinates Society responses to media and community on contentious issues and external initiatives related to advocacy and public awareness
- In conjunction with Executive Director and the authorized Communications Specialist, responds to inquiries from staff, the media, the public and other organizations regarding information, public relations and media relations
- Edits materials that reflect brand image of the Society including public website, internal and external newsletters, advertisements, brochures/flyers/pamphlets, videos, posters, promotional items and Annual Reports
- Maintains content residing on public website
- Distributes Society media releases for advocacy and public awareness campaigns
- Maintains photographic records of Society's activities and programs; files press clippings and posts pertinent information for staff; maintains stock photo library
- Works with Quality Improvement to maintain annual statistics for use in all public relations/advocacy initiatives
- Coordinates release of all approved Society statistics for internal and external use

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### Relationship Management

- Demonstrates behaviours, actions and attitudes that are consistent with Halton CAS's vision, mission and values
- Ensures effective and professional communications with all internal/external contacts
- Develops and maintains collaborative relationships at all levels of the Society in order to build trust and confidence in the services provided
- Establishes positive relationships with key stakeholders, internal and external to the CAS such as society staff, the Ministry, the OACAS, vendors, numerous community and professional agencies and institutions, and other CASs
- Shares information according to privacy and/or confidentiality guidelines
- Ensures appropriate communication with appropriate manager at appropriate time
- Respects ethnic, spiritual, linguistic, familial and cultural differences

### Team Building

- Develops professional working relationships with team members
- Works respectfully, positively and collaboratively within a team environment sharing experiences and lessons learned
- Actively participates and engages in team and staff meetings, training sessions and other meetings/sessions as required
- Supports the team and works with team members to ensure department needs are met including absence coverage

### Other Related Activities

- Knows and adheres to all applicable Halton CAS policies, procedures and relevant administrative practices
- Strives to meet or exceed all accountabilities and achieve continuous quality improvement and excellence in all activities and outcomes
- Participates in mandatory learning/education to maintain and update skills and knowledge whenever deemed necessary
- Implements new procedures and controls deemed necessary by management
- Assists in the training and orientation of peers
- Works in compliance with the provisions of the Occupational Health and Safety Act of Ontario and the regulations
- Participates on internal and/or external committees as required
- Facilitates or participates in special projects and performs other duties as required

## Knowledge, Education, Experience, Skills and Attributes

### Qualifications

- Post Secondary education in Business/Business Administration program (or equivalent)
- Minimum five years' experience in a senior level administrative role
- Experience dealing with Boards of Directors with an understanding of Board governance
- Excellent knowledge of administrative functions and processes

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- Administrative knowledge of Child and Family Services Act and its regulations and standards
- A solid knowledge of relevant CAS/industry computer applications
- A satisfactory Police Records Check is required
- Valid Driver's License and access to a reliable motor vehicle with appropriate business class liability insurance is required

#### **General Skills and Attributes**

- Excellent ability to use MS Office applications (e.g. Word, Excel, Outlook, PowerPoint, Publisher, etc.)
- Solid written, oral communication and interpersonal skills providing constructive, meaningful and timely interaction with all levels of staff and the public
- Ability to think analytically with attention to detail in the presence of frequent interruptions
- Solid ability to make decisions and choices of action, often in urgent situations
- Excellent understanding and commitment to quality service and best practice
- Highly detail-oriented
- Accountable for own actions and decisions, making decisions within the scope of the position and referring issues/problems/events to the manager as required
- Flexible, adaptable and responsive to change
- Ability to deal with highly sensitive and personal information in a confidential manner
- Solid ability to analyze information, problem-solve and make good decisions
- Self-directed with an excellent ability to organize, plan, prioritize and multi-task
- Acts with integrity, trustworthiness, humility, transparency and compassion
- Ability to work with and meet tight timelines

#### **Equity, Diversity, and Inclusion**

- Responsive to the knowledge and understanding of the culture, history, and current oppressions experienced by marginalized communities and communities that are overrepresented in the child welfare system, including Indigenous, racialized and the 2SLGBTQ+ communities.
- Fosters an inclusive and accessible environment where all employees, service recipients, and volunteers are respected.
- Strong knowledge, understanding, and experience working within an equity and anti-oppressive, anti-racism practice framework, including knowledge of the 11 One Vision One Voice Race Equity practices and the Truth and Reconciliation Calls to Action.
- Ensures ethnic, spiritual, linguistic, familial, and cultural differences are respected.
- Acts in accordance with and incorporates the Society's Code of Conduct, Confidentiality, Equal Opportunity, and Anti-Discrimination, Harassment & Discrimination policies, etc.

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Halton CAS has a vaccination policy and procedure in place. As a condition of employment, new employees are required to be vaccinated for COVID-19 unless they have a valid reason not to be vaccinated based on a protected ground under the Ontario *Human Rights Code*.

The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine and having received the final dose at least 14 days before your employment start date. The candidate will be asked to provide Halton CAS with proof of full vaccination, prior to the candidate's employment start date. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification.

As described above, the requirement to be fully vaccinated is subject to the Ontario *Human Rights Code*. If the candidate is unable to receive the COVID-19 vaccine for a reason protected by the *Code*, requests for accommodation from the vaccine policy will be assessed on a case by case basis and will be subject to Halton CAS' accommodation process.

### **The Halton Children's Aid Society is an equal opportunity employer.**

The Halton Children's Aid Society is committed to fostering an inclusive, accessible environment where all employees and members of the public are respected. We are dedicated to building a workforce that reflects the diversity of the communities we serve.

We thank all applicants for their interest in the Halton Children's Aid Society, we will only contact those selected for an interview. All interviewed candidates will be asked to provide a minimum of two supervisory references.

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 905-333-4441 ext. 0575. Human Resources will work with the applicant and the interview committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.