



EMPLOYMENT OPPORTUNITY

Internal Posting

Team Secretary - Mental Health

Chatham-Kent Children's Services serves the children and families of the Chatham-Kent Municipality and includes child protection, children's mental health, child development and prevention.

Chatham-Kent Children's Services is an accredited multi-service agency that responds to the unique dynamics of our families. We support the well-being and safety of our children and their families through evidence-based practices and collaboration with community partners. Together, CKCS' employees strive to foster an environment that encourages positive growth, professional development and progressive change.

Chatham-Kent has a population in excess of 110,000 and is ideally situated mid-way between Windsor and London on the shores of Lake Erie.

Chatham-Kent Children's Services requires one (1) **casual, Team Secretary—Mental Health** to start as soon as possible. The candidate in this position will not be regularly scheduled, but called in on an as needed basis. Hours of work for this position may range from 7:00am—4:30pm.

The incumbent in this position will provide secretarial, clerical and certain administrative support for the Mental Health and Early Developmental Service Teams of the Agency.

Qualifications: One-year Community College diploma in Office Administration/Secretarial Studies or equivalent; ability to communicate effectively with the public and staff in a pleasant, courteous and professional manner; ability to work cooperatively with, support and assist other Agency staff in the performance of their duties; ability to take dictation and to type quickly and accurately; correspondence, reports and forms from written, dictated and typed note; ability to prioritize duties in accordance with Agency policies, Ministry standards, legislation and good secretarial practice; computer and keyboarding skills, extensive use of word-processing programs; the ability to communicate in French is an asset.

Wage Range: Pay Grid 15

Please submit your resume by **4:30 pm** on **November 29, 2019** quoting the posting number to:

Human Resources
E-mail: hr@ckcs.on.ca
Fax: (519) 351-7496

November 21, 2019

Posting 39-2019

Only those candidates selected for an interview will be contacted.

Chatham-Kent Children's Services is committed to providing accessible employment opportunities. Should you require accommodation for a disability during the recruitment process, please contact Human Resources at 519-358-4155.

Strengthening Children and Families for a better future.