

COMMUNITY RESOURCE CONNECTIONS OF TORONTO

JOB POSTING #E2010-05

Position:	Administrative Assistant		
Program:	Administration		
Location:	Primary office at CRCT Head Office and visits to the other CRCT sites through out the Greater Toronto Area.		
Posting in effect:	June 28 to July 13, 2010	Start Date:	As soon as possible
Salary Range:	Starting at \$36,643	Vacancy:	1
Status:	Permanent, a bargaining unit position		

A. THE ORGANIZATION

Community Resource Connections of Toronto (CRCT) enables adults with serious mental health problems to live with dignity and fulfillment in the community. Established in 1974 as a non-profit organization, CRCT operates with a \$5.3M budget funded by the Toronto Central LHIN and employs 60+ FTE employees who are mostly unionized under SEIU to provide services in areas of case management services, court support, outreach, consultation and information; and through advocacy, research, evaluation, community capacity building, training and education.

B. PURPOSE OF POSITION

The Administrative Assistant provides administrative support to the management team and the front line staff members including general administration and support to the client database. This role works closely with another Administrative Assistant and the Receptionist of the Administrative Team that will back up each other.

C. MAJOR JOB RESPONSIBILITIES

1. General administrative support includes the following:
 - Format and compile documentation and publications
 - Prepare presentations in PowerPoint, Word or Excel
 - Booking and setting up meeting venues
 - Taking minutes at meetings
 - Organize and maintain the CRCT offices and storage in an orderly manner
 - Handles phone calls, faxes, mail and distribution of CRCT publications
 - Update documentation and files
 - Back-up services to the other Administrative Assistant and Receptionist.
2. Support to the client database includes the following:
 - Administrative support to the front line staff in their updates and maintenance of the clients' database; e.g., train staff on how to input information in the database.
 - Engages in the best method for orienting, training and maintaining employees' database and computer skills
 - Works with the Managers to produce reports and supports the Managers to produce reports for themselves
 - Readily identifies issues and addresses them in a timely and straightforward manner
 - Creates enhancements to the database through forms or additional questions
 - Attends program and all-staff meetings and communicates effectively with staff in these venues, as well as in other ways
3. Collaborates with others to share knowledge and best practices.

4. Regularly relates to some of CRCT's vendors who provide services for us in specific areas.
5. Functions as a member of the Administrative Team.
6. Performs other duties as assigned.

D. QUALIFICATIONS

1. At least college education with diploma in office administration or its equivalent.
2. At least three years experience in administrative supporting role, serving 60+ employees.
3. Excellent computer proficiency in MicroSoft environment.
4. Strong computer knowledge, preferably with some work experience with data base (ideally with Pirouette, MIS and CDS) and other computer applications.
5. Demonstrated ability to communicate respectfully and clearly with others.
6. Excellent and proven interpersonal and creative problem-solving skills.
7. Self-directive as well as able to work in a team.
8. Skills in orienting, training, supporting and problem-solving with staff in regard to data base and computer issues, individually and in groups.
9. Organized, performs work in a time-sensitive manner, identifies and seeks solutions to problems.
10. Committed to working within an anti-oppression framework.
11. Experience with evaluation and outcome measurement is an asset.
12. Experience working in collaboration with others.
13. Possessing a relevant second language is an asset.
14. Lived or work experience with people with serious mental health problems is an asset.

E. HOW TO APPLY

In order to serve the increasing diversity of individuals we work with, the successful applicant will have an understanding of anti-oppression work and a familiarity with issues affecting ethno-racial communities.

We encourage applications from people with direct experience with the mental health system, people of colour, Aboriginal people, people with disabilities, and people who communicate in more than one language. Personal disclosures will be held in confidence.

If you are interested in being considered for this position, please submit your interest in writing, including your resume, to:

The Hiring Committee
Community Resource Connections of Toronto
366 Adelaide Street East Ste 230
Toronto, Ontario M5A 3X9
hiringcommittee@crct.org

If you apply by email, it is important that you quote ["JOB POSTING #E2010-05"](#) as the subject line of your email.

We thank all applicants for your interests in CRCT and the position. We will contact applicants who are selected for interviews. Due to the high volume of applications, we will not be able to return calls to your enquires.