

JOB DESCRIPTION FORM – GENERAL

POSITION NUMBER (S)	CURRENT CLASSIFICATION	DESCRIPTIVE WORK TITLE
	Administrative assistant	CDBC Administrative Support
SUPERVISOR'S DESCRIPTIVE WORK TITLE Program Director		

Child Development Centre
1135 Nelson St.
Nanaimo, BC
V9S 2K4

Position Summary:

The CDBC Admin support position is responsible for a variety of general office and program duties, including clerical and maintenance of records and filing systems.

Target Population:

Birth to 19 years of age.

Duties and Responsibilities:

Reception:

- Responds to routine inquiries with regard to the program, referrals and service provided whether by telephone or in person.

Clerical:

- Data entry of referrals and other statistical information
- Submit monthly reports to PD/ED/PHSA (through Victoria)
- Preparation and maintenance of CDBC client files.
- Provide typing support to CDBC program as required
- Prepare outgoing mail: Pre-appointment letters, consents, requests for collateral, appointment packages, etc.
- Schedule and confirm appointments
- Orient clients to CDC on assessment day.
- Download and burn assessments from camera to DVD.
- Score and data entry of CBCL, Vineland
- Attend family post conferences as needed for note taking and preparation of summary report.
- Maintain parent resource packages
- Maintain inventory of resources & testing material
- Other duties as required.

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Professional Development:

- Maintain client confidentiality, professional and CDC code of ethics. Failure to do so may result in disciplinary action, which may include up to dismissal.
- Be familiar with Centre and Department policies and procedures.
- Participate in relevant Professional Development Programs and staff meetings.
- Responsible for maintaining own personal/professional upgrading.

Qualifications and Experience:

- Grade 12.
- Formal post secondary training in Office Administration.
- Ability to type 50 wpm, operate a PC using Microsoft software: Word, Excel, Access and Outlook.
- Demonstrated proficiency to create, update, manipulate data and generate reports in a database environment
- Excellent oral and written communication skills..
- Excellent interpersonal skills.
- Ability to organize work and carry out the duties independently or as part of a team.
- Proven ability to handle confidential material.
- Criminal record check clearance.
- Previous experience in the health care or human service field an asset.

Comments:

Approved:

Executive Director

Date

Review Dates:

June 2008