



## **JOB DESCRIPTION**

Salary Grade: 6 CUPE 1328
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Job Title:  
Secretary – Social Work Department

### **PRIMARY FUNCTION**

The primary function of this job is to provide administrative/secretarial services to the Chief Social Worker and the department.

### **MAIN RESPONSIBILITIES**

1. Provide secretarial services for the immediate department by performing duties such as:
  - utilizing word processing software on computer to keyboard such material as correspondence, reports, minutes, agenda, manuals etc.
  - utilizing established formats or creating new formats/setups, as necessary (e.g. workshop flyers, forms, charts, newsletters etc)
  - composing routine correspondence and/or composing correspondence from rough outlines provided by the Chief Social Worker and staff
  - forwarding typed materials (e.g. workshops materials, manuals etc.) to printing and arranging for distribution to schools and outside agencies, as necessary
  - responding to general telephone enquiries and taking messages for staff and channelling to proper person
  - responding to urgent telephone calls/inquiries, assessing need for immediate action and forwarding them to the appropriate person
  - maintaining appointment and meeting schedules, re-scheduling to accommodate individuals, booking rooms, preparing materials, and advising all concerned
  - taking minutes (e.g. committee meetings) as necessary
2. Coordinate activities for the department by performing duties such as:

- liaising with staff, principals, parents and outside agencies and performing secretarial/clerical duties to enable the smooth processing/operation of activities (e.g. functions of SALEP program – organizing and preparing meetings, processing and distributing letters , preparing student files, distributing Committee decisions and preparing student's identification cards; organizing and coordinating workshops; preparing badges, registration and all materials for meetings and workshops etc)
  - preparing applications and final report for special project funding from MOET (School Based Services Project)
  - maintaining computer and physical files, by collating and collecting information and updating data (e.g. compiling and tabulating all pertinent information on suspended students of Elementary and Secondary panel; suspected child abuse; SALEP Students and Suspension Appeals; moments notice of Child Abuse, Suspensions, Violent Incidents and SALEP etc.)
  - providing statistical reports (e.g. Social Work statistics, Log Forms of Social Work Referrals, annual report etc.) by utilizing established formats and accessing required information
  - collating Notices of Suspension in preparation for the annual Ministry report
  - keeping all parties advised of matters by forwarding copies of material and/or sending letters and/or telephoning, as necessary
3. Provide administrative support to the department by performing duties, as required, such as:
- maintaining attendance records
  - preparing cheque requisitions, petty vouchers, and purchase order requisitions, as necessary
  - keeping budget amounts in different accounts, as required
  - collecting, controlling and depositing of monies paid for workshops
  - monitoring the distribution and returning of pagers, maintaining an updated record
  - maintaining a complete inventory on all video, resource material and office supplies and replenishing the stock as necessary
  - utilizing appropriate computer software to provide secretarial services (e.g. SAP for processing purchase orders and maintaining budget accounts; SEMS for processing attendances; PowerPoint for preparing presentation materials; Publishing etc.)
4. Perform secretarial/clerical duties such as:
- maintaining filing and follow-up systems as necessary
  - sorting and distributing mail

- photocopying material as required
- coordinating mailing and distribution of purchases received, acknowledging receipt as required
- arranging Taxi as required
- providing back-up and support to other departments as required

5. Perform any other duties as assigned or required.

### **SKILL**

- 2 year community college diploma or equivalent.
- 1 -2 related years experience.

### **EFFORT**

- Complexity of the job is in effectively coordinating the various activities, recognizing variations in process and adjusting to ensure efficient completion. Scheduling and prioritizing work (with a number of staff members).
- Visual concentration and manual dexterity required when using computer terminal (65% - 90%). Physical exertion, when filing or handling supplies/equipment.

### **RESPONSIBILITY**

- Decision making generally in the day to day processing of department activities i.e. identifying the urgency/nature of the crisis and notifying the appropriate personnel accordingly; discretion is required in responding to inquiries of sensitive and confidential nature; maintaining and updating data, files and records etc.
- Errors would result from lack of awareness and thoroughness in following the outlined activities/procedure when processing/performing information/duties. Errors would result in delays of service to students/parents and could/would inconvenience others. Errors in scheduling would result in loss of time. Errors when relating to public could adversely impact public image.
- Contacts within the Board, parents, students, professionals, outside agencies, other school boards and general public in exchange of information. Exposed to confidential and sensitive matters.

### **WORKING CONDITIONS**

- Open office concept environment.
- Stress from dealing with irate and emotional parents. Stress from dealing with emergency/devastating calls and constant interruptions. Stress from multi-tasking demands.

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