



ADMINISTRATIVE SUPPORT, CASE MANAGERS PFT (35 HOURS/WEEK)

Catholic Family Services of Hamilton (CFS) is a nonprofit, multi-service agency providing counselling, case management, education and support to families, couples and individuals living in Hamilton, Halton and the surrounding area. We offer a warm, collaborative, and mission-focused work environment that will provide you with the opportunity to have a lasting, positive impact on your community.

In the Administrative Support role, you will provide direct support to the Team Leader, Adult Community Services and work closely with case managers, clients and community stakeholders to enhance the lives of seniors and vulnerable clients.

You will collaborate with the team leader and case managers to provide day-to-day administrative support including consulting with newly referred clients, managing the intake process and wait list, make referrals to community agencies and prepare correspondence, memos, emails, invoices, forms and documents based on program needs. Updating and maintaining documentation in the data base and inputting statistical data is a crucial component of this role.

You should be knowledgeable and interested in working with seniors who present with complex cognitive and physical challenges. As an integral part of the team, you will complete forms and applications, obtain signatures and personally deliver documents to client's homes and other professional agencies as needed. You will accompany clients to medical appointments in addition to medication pick up and food delivery.

This position requires a highly organized, self-directed and detail-oriented individual with post-secondary education in office administration and 2 years of experience providing administrative support in social work, medical or mental health sector. You can work well under pressure to meet frequent and competing deadlines and to continuously prioritize activities and objectives. You have superior writing and analytical skills with proficiency in MS Office Suite and excellent communication and customer service skills. Must have own transportation and valid driver's license. Proficiency in French language is an asset.

How to apply:

Please reply with a letter of intent and resume to:

Human Resources Coordinator
Catholic Family Services of Hamilton
460 Main St. E Unit 404
Hamilton, ON L8N 1K4
Email: hresources@cfshw.com

Closing Date: Tuesday, May 24, 2022

All communications will be held in strict and professional confidence. CFS would like to thank all applicants for their interest; however, only those being considered will be contacted.

CFS is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer. We welcome applications from Indigenous persons, visible minority group members, women, persons with disabilities, and LGBTQ2S+ and others who contribute to greater diversity of perspectives.

CFS is committed to inclusive, barrier-free recruitment and selection processes, and a work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will be happy to work with applicants requesting accommodation at any stage of the hiring process.