



The BC Centre for Ability provides community based services that enhance the quality of life for children, youth and adults with disabilities and their families in ways that facilitate and build competencies, and fosters inclusion in all aspects of life.

Senior Secretary

Classification: Administrative Support V

Status: Permanent, Part-Time (0.8 FTE)

Salary Range: \$21.53 - \$23.35 Hourly

Pay Grade: 10

Employee Group: BCGEU

Available Date: September 18, 2017

Job Summary

Oversees the administration support for Social Work programs by performing a variety of administrative support functions such as monitoring authorizations for contracts, assisting with preparation of budgets and utilization reporting, collating and analyzing database reports for outcomes management, and assisting with human resource management. Supervises other clerical staff in the Social Work programs.

Responsibilities

- Assists with the preparation of utilization reporting by performing duties such as preparing summaries and reports for Social Work programs.
- Monitors expenditures for contracts by comparing actual and budgeted expenditures, identifying variances and anomalies, and following up on the variances with contracted service providers. Assisting in preparing final reports for contract deliverables.
- Prepares, collates and analyzes database reports for outcomes management of Social Work programs.
- Supervises other clerical staff in Social Work programs by performing duties such as ensuring adherence to clerical procedures, assigning work, providing feedback and evaluation, recommending training requirements, orienting new staff, and maintaining timesheets and attendance records.
- Assists in the development and evaluation of program policies and standards, and develops and implements work methods and procedures to ensure efficient and effective administrative support for Social Work programs.
- Performs or ensures completion of administrative duties for Social Work programs and for the Social Work Director such as screening and prioritizing incoming materials, arranging meetings, taking minutes, composing correspondence, and making alterations to internet web-sites.
- Processes and monitors expenditures by performing duties such as initiating documents for purchases (i.e., purchase orders, requisitions), verifying coding and calculations, liaising with suppliers, ensuring appropriate invoicing, and following up on discrepancies.
- Monitors maintenance of the Social Work program resources by consulting with users regarding requirements, contacting suppliers to obtain information such as price, source of supply, and delivery date, and informing user departments. Researches solutions and provides input to Director of Social Work, including information on user needs, cost, and maintenance requirements.
- Performs other related duties, as required.

Skills Required

- Ability to communicate effectively, both verbally and in writing
- Demonstrated knowledge of modern office practices and procedures
- Sound knowledge of the applicable rules, regulations, policies, and procedures that govern departmental activities
- Attention to detail and accuracy
- Ability to type at 60 w.p.m.
- Proficiency in MS Word, Excel, Access, Outlook, and Power Point
- Physical ability to perform the duties of the position
- Ability to operate related equipment
- Ability to work independently and collaboratively with others
- Ability to plan, organize, and prioritize
- Business writing skills and knowledge of medical terminology
- Ability to supervise
- Ability to analyze and effectively resolve problems
- Ability to do financial calculations
- Ability to evaluate and monitor administrative systems and procedures



QUALIFICATIONS

Education, Training and Experience

- Diploma in Business Administration
- Recent, related experience of three years or an equivalent combination of education, training, and experience

Working Conditions & Provisos

- Appointment subject to satisfactory completion of a criminal records check
- Physical ability to carry out the duties of the position

Application Information: To apply, send your résumé and a cover letter, by fax or e-mail as follows:

Valerie Upton
Director of Social Work
BC Centre for Ability
2805 Kingsway
Vancouver BC V5R 5H9
Fax: (604) 451-5651
E-Mail: Val.Upton@bc-cfa.org

Closing Date: August 18, 2017 at 5 p.m.

*We are committed to enhancing our diverse workforce.
We thank you for your interest and advise that only those shortlisted will be contacted.*

Nurture • Grow • Thrive

