



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: Regular Full-Time (1 FTE)

Salary Range: \$22.32 - \$24.22 Hourly

Pay Grade: 10

Employee Group: BCGEU

Start Date: April 1, 2019

Job Summary

The Social Work Program at BC Centre for Ability is looking for a full-time Program Senior Secretary. Under the direction of the Director of Social Work, the Program Senior Secretary will perform a variety of duties including, clerical tasks, and completion of word processing assignments, data entry, records management, and general office functions.

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 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 programs 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 Social Work Program Manager, 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.
- Advanced 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

Skills Required Cont...

- 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, please send your résumé with a cover letter by email referencing SW-Admin V in the subject line to careers@bc-cfa.org.

Valerie Upton
Director of Social Work
Email: careers@bc-cfa.org

Closing Date: March 20, 2019 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.*

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