

THE CORPORATION OF THE COUNTY OF WELLINGTON

Social Services Department
Children's Early Years Division
Requires a
Children's Early Years Clerk

This position reports to the Manager of Child Care Administration and is responsible for providing clerical support to the Children's Early Years Division and the Director of Children's Early Years. Duties include but are not limited to, providing administrative support, data entry, maintaining files and waitlists, overseeing marketing strategies, maintaining website content, and handling inquiries from child care operators, community agencies and the general public.

The minimum qualifications for this position include:

- High school graduation, plus an additional programme of over six months and up to one year in business administration, accounting or related field.
- Over six months related experience in business administration and accounting functions.
- Knowledge and experience working with community agencies and programmes.
- Experience in human services is considered an asset.
- Knowledge of the Ministry of Education Ontario Child Care Service Management and Funding Guidelines an asset.
- Ability to apply established methods or procedures such as referring to legislation, manuals, policies and procedures.
- Excellent customer services skills with the ability to work with a diverse client group in a professional manner.
- Strong organizational skills with the ability to maintain accurate records.
- Well-developed written and verbal communication skills.
- Ability to maintain confidentiality.
- Excellent knowledge of Microsoft Office, database software (SPSS) and website programming.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

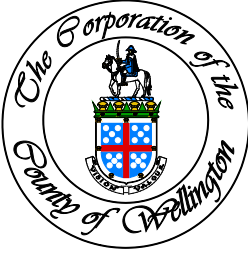
This position offers a comprehensive benefit package and a salary range of: \$48,958.00 - \$57,075.20 (2022 Union Compensation Grid), based on a 35 hour work week.

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #177-22 by Thursday, May 26 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





COUNTY OF WELLINGTON

POSITION DESCRIPTION

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| Title: Children's Early Years Clerk | Reports to: Manager of Child Care Administration |
| Department: Social Services | Division: Children's Early Years |
| Effective: October 2002 | Revised: March 2022 |

BASIC FUNCTION:

This position reports to the Manager of Child Care Administration and is responsible for providing clerical support to the Children's Early Years Division and the Director of Children's Early Years. Duties include but are not limited to, providing to administrative support, data entry, maintaining files and waitlists, overseeing marketing strategies, maintaining website content, and handling inquiries from child care operators, community agencies and the general public.

PRINCIPAL RESPONSIBILITIES:

Under the guidance of the Manager of Child Care Administration, the Children's Early Years Clerk has the following duties and responsibilities:

- As the first point of contact for general inquiries from the public and funded agencies, respond to all email and phone inquiries.
- Clerical functions to include filing, copying, printing, photocopying, faxing, scanning, handling of mail (internal, external and courier services) and emails.
- Minute taking at internal and external meetings.
- Maintain filing system for all funded agencies.
- Maintain phone directories.
- Update the telephone messaging system to advise of holidays and changes in business hours.
- Distribution, review, filing and, as necessary completion of forms for agencies and funders, including service agreements, programme/agency information, financial reports, statistics and funding applications.
- Follow-up with agencies, funders and programmes for required documentation and supplementary information to ensure information is accurate and complete.
- Review financial reports, summarize and note any items of concern for follow-up.
- Code and submit administrative invoices to Treasury.
- Review and track funding applications received ensuring requests align with the Ontario Child Care Service Management and Funding Guidelines.
- Respect and adhere to all policies, including those related to privacy and confidentiality.

- Input data from operating criteria results into SPSS Statistics.
- Website content updates and maintenance including GIS map programme for Child Care.
- Monitor and track social media related to children's early years and distribute as appropriate.
- Monitor and track marketing strategies.
- Preparation of Per Diem requests and approved Per Diem schedules and inputting approved rates into Ontario Child Care Management System (OCCMS).
- Provide support to the Director of Children's Early Years Division as needed.
- Assist with coordination and scheduling of appointments and meetings for the Director of Children's Early Years Division.
- Provide administrative support in the administration of workshops, meetings, information sessions and other events.
- Enter data to generate payments for service providers in JDE.
- Manage and update operational details of child care programmes in OCCMS.
- Monitor and place orders as needed including but not limited to office supplies.
- Provide clerical support to the Child Care Subsidy Team including:
 - As needed, respond to Fee Subsidy inquiries, gathering intake information and supporting applicants regarding Fee Subsidy application process based on provincial legislation and County of Wellington policies.
 - Prepare and post/fax outgoing mail and document in OCCMS as needed.
 - Support the maintenance of accurate fee subsidy files ensuring all documentation and correspondence received or sent is documented in OCCMS, filed and given to a Child Care Subsidy Worker for review.
- Provide coverage for the Child Care Intake and Reception Workers and other clerical positions as required.
- Maintain County of Wellington Directly Operated Programmes wait lists.
- Other administrative/clerical duties as assigned.

ACCOUNTABILITY:

Actions in this position could result in significant loss of time or. Must independently ensure accurate and timely completion of duties, to meet departmental requirements.

PHYSICAL EFFORT AND WORKING CONDITIONS:

- Physical activity is light and of long duration such as working at a workstation.
- Work is performed in an environment with occasional exposure to minor conditions or hazards such as rude and angry service providers.

CONTACTS:

This position deals with requests, settles complaints and clarifies information with the following:

Internal: Social Services Staff at all levels; Clerk's Office; Treasury; Communications Department

External: Child Care and Children's Services Providers, Operators with and without a Purchase of Service Agreement; contracted/funded agencies; fee subsidy applicants; individuals seeking Children's Early Years information.

MINIMUM QUALIFICATIONS:

- High school graduation, plus an additional programme of over six months and up to one year in business administration, accounting or related field.
- Over six months related experience in business administration and accounting functions.
- Knowledge and experience working with community agencies and programmes.
- Experience in human services is considered an asset.
- Knowledge of the Ministry of Education Ontario Child Care Service Management and Funding Guidelines an asset.
- Ability to apply established methods or procedures such as referring to legislation, manuals, policies and procedures.
- Excellent customer services skills with the ability to work with a diverse client group in a professional manner.
- Strong organizational skills with the ability to maintain accurate records.
- Well-developed written and verbal communication skills.
- Ability to maintain confidentiality.
- Excellent knowledge of Microsoft Office, database software (SPSS) and website programming.

CONDITIONS OF EMPLOYMENT:

- Police Vulnerable Sector Check
- Proof of Education

OTHER:

- Regular Work Hours: 35 hours per week
- Collective Agreement between the County of Wellington and CUPE Local #973