



Algoma District Services Administration Board

Conseil d'administration des services du district d'Algoma

The Algoma District Services Administration Board's (ADSAB's) mission is to provide effective and efficient Social and Paramedic Services that are responsive to diverse individual and community needs. Our vision is strengthening the social, health and economic wellbeing of the citizens we serve, to promote sustainable, healthy communities in the District of Algoma. We service 20 organized municipalities and the unorganized townships within the geographic District of Algoma.

We are seeking candidates for the following vacancy at our Wawa Area Office:

Client Services Support, (bilingualism mandatory, English/French), Full-time 36.25 hours per week

The Client Services Support is a member of the Client Services and Social Assistance unit, providing reception and clerical support in the integrated delivery of ADSAB social services programs. As an initial point of contact for the organization, the Client Services Support provides frontline information and assistance to ADSAB clients and the general public, and directs them to the appropriate internal resources.

This position requires:

- completion of secondary school diploma and six months' post-secondary study in a related field (i.e., social or human services field, office administration); or equivalent experience;
- proven ability to provide excellent client / customer service in a busy reception environment;
- excellent oral and written communication skills;
- mandatory bilingual (English and French) communication skills; working proficiency in both languages;
- knowledge of ADSAB social services programs;
- proficiency with Microsoft Office Suite, esp. Word, Excel and Outlook, and the ability to type 60 wpm;
- experience with accessing and processing database files and information;
- demonstrated ability to quickly assimilate new software and database applications.

We recognize our Employees as the organization's most valuable resource and offer an excellent compensation package with a starting hourly rate of \$31.80. Candidates who meet or exceed the requirements for this position are invited to submit a résumé and covering letter detailing their experience and qualifications, no later than Friday, October 18, 2024 to: hrdepartment@adsab.on.ca

We thank all applicants; however, only those selected for an interview will be contacted. Accommodation for candidates with disabilities will be provided upon request for the interview and selection process.