



EXTERNAL/INTERNAL POSTING

Position Title:	Temporary – Admin Assistant: Digitizing Files
Reports to:	Manager, Clinical Operations & Manager, Office Services & Admin
Location:	Radius Oakville office – 60 Lakeshore Road West
Status:	Three-month contract: In Office, Full-Time 36.25/hrs.
Salary:	Target Hiring Range: \$21.39 - \$22.71/hourly (in accordance with OPSEU Collective Agreement – OAG Classification 6)
Start Date:	ASAP

Position Overview

We are seeking a highly organized and detail-oriented individual to join our team as an Administrative Assistant – Digitizing Files. In this crucial role, you will be responsible for the digitization and secure destruction of both current and historical paper files at our Oakville office. Your thorough approach and commitment to accuracy will be key in reorganizing our records and ensuring a seamless transition to a more efficient and sustainable digital filing system.

Key Responsibilities

The Administrative Assistant is responsible for the following activities and deliverables:

- Scan client documents and upload to electronic Client Information System.
- Develop an organization system to ensure scans are complete and correct prior to upload.
- Destroy scanned client documents in strict accordance with PHIPA and other relevant privacy legislation.
- Maintain regular contact with Clinical Operations Manager to determine priority items and problem-solve issues which may arise.

Qualifications, Knowledge and Skills:

- Demonstrates great attention to detail, quality, and accuracy.
- Strong communication skills.
- Prior experience with database administration would be a definite asset.
- Proficiency in various tech programs including Microsoft 365 programs and Adobe.
- Demonstrated strong attendance record. Self-motivated team member

Radius Child and Youth Services provides equal employment opportunities regardless of gender, race, religion, age, disability, sexual orientation or marital status. We are committed to building an inclusive culture and environment and are excited to hear from individuals with diverse backgrounds & perspectives. Please feel free to identify your preferred pronouns when applying.

Radius Child and Youth Services is committed to removing systemic barriers in support of moving towards more equitable hiring practices. *To ensure all candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility*



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for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. This document is available in alternate format(s) upon request.

Please note that all successful candidates must provide a satisfactory vulnerable sector police records check prior to the commencement of employment. Radius Child and Youth Services appreciates all applications; however, only those selected for an interview will be contacted.

If interested in this opportunity, please include a cover letter and resume and send to sobrien@radiuschild-youthservices.ca