

# TOWNSHIP OF NORTH HURON POSITION PROFILE

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Position Title CHILD CARE CLERICAL ASSISTANT

Department CHILD CARE SERVICES

Report to Title MANAGER OF CHILD CARE SERVICES

Revised September 2018

Pay Range: **Band 4**  
Position status: **Part time employee**  
Pay method: **Hourly**  
Normal workweek: **25 hours**  
Overtime greater than 44.0 hours in a week: **paid at time & half**  
Location: **North Huron Children's Centre in Wingham**

## A – POSITION DESCRIPTION

### 1. **Scope of Position:**

The Child Care Clerical Assistant performs a variety of administrative, clerical and secretarial support functions for the North Huron Child Care Services Centre.

The Child Care Clerical Assistant reports to the Manager of Child Care Services.

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### 2. **Key Responsibilities**

- a) To code, copy and record bills for approval by Manager, keeps detailed records of all debits and credits. This accounting function is coordinated with the Finance department.
- b) To prepare for Manager's approval, the monthly bills to the parents and posts appropriately (completed on SMART computer program).
- c) To assist with registrations and direct families to the most appropriate services and maintain waiting lists in coordination with the Manager.
- d) To set up family records in SMART including, parents names, addresses, phone numbers, doctors and emergency contacts.
- e) To prepare daily and weekly children's spaces in coordination with the Manager.

- f) To maintain the children's files. To ensure they are complete, updated and accurate according to the Child Care and Early Learning Act in coordination with the Manager.
  - g) To calculate and record days cared for and reports information to appropriate persons.
  - h) To monitor and track attendance to verify billing.
  - i) To balance and track petty cash.
  - j) To provide receipts for parents.
  - k) To assist with purchase of equipment, supplies and services as required. To maintain office and computer equipment. To keep office materials organized and accessible for staff.
  - l) To word process meeting agendas, minutes of meetings, letters, menus and children's newsletters and calendars. To perform other clerical duties as requested by the North Huron Child Care Services Centre staff.
  - m) To assist in the preparation and posting of staff work schedules.
  - n) To report the monthly units of care provided for Municipal records in coordination with the Manager.
  - o) To maintain complete intake records and information on all families in coordination with the Manager.
  - p) To monitor new enrollment's immunization records and forwards under the Director's approval required information to the Health Unit. To track and forward reportable diseases to the Health Unit.
  - q) To act as receptionist by answering the Centre phone and handling front desk.
  - r) To exercise complete confidentiality at all times.
  - s) To assist Early Childhood Educators at peak transition times, as requested.
  - t) To perform other duties as may be assigned by Manager of Child Care Services.
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### **3. Key Relationships**

#### ***Internal***

*Manager of Child Care Services:* daily interaction re operations of North Huron Children's Centre

*Staff of Children's Centre:* daily interaction re operations

**External**

*Children:* frequent interaction

*Parents:* frequent interaction re administrative and financial requirements

*Public:* daily re child care service inquires

*Various agencies:* interaction to co-ordinate fee subsidy through Counties of Huron and Bruce Social Services

**Good interpersonal and communication skills are essential to perform this position competently.**

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**4. Decision Making Authority and Judgement Used**

This position mainly provides support for the staff at the North Huron Child Care Services Centre, particularly the Manager of Child Care Services. There is little authority for independent decision making. If a decision is required outside their authority, the Child Care Clerical Assistant will consult Manager of Child Care Services.

The Child Care Clerical Assistant is expected to make recommendations to the Manager of Child Care Services for improving the efficiency and effectiveness of their duties. This position would not normally be involved in the development of policy or procedures.

Judgement is required:

- to prioritize the many tasks in process at any time to ensure deadlines are met
- to provide guidance and assistance to staff
- to ensure the documents typed are accurate and without spelling or grammar errors
- to deal with members of the public

The Child Care Clerical Assistant is often the first point of contact with the public. They must use judgement to ensure the person is handled promptly and professionally.

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**5. Problem Solving Responsibility**

Most of the duties performed by the Child Care Clerical Assistant are within established policies and procedures under supervision. Normally the problems to be solved are predictable and require no research beyond established policies and procedures.

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**B – POSITION SPECIFICATIONS**

**The formal education & training work experience and other key skills of an individual must be evaluated simultaneously. For example a person may not possess the minimum designation or degree but have compensating work experience.**

## 1. Formal Education and Training

*Minimum degree desirable:*  
Secondary School Diploma

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## 2. Work Experience

### Minimum Years Required

Experience in a quality child care program	Three
Experience as a secretary	Three

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## 3. Other Key Skills/Requirements

- Strong interpersonal skill.
  - Good written and oral communication skills.
  - Good time management skills.
  - Well organized.
  - Professional under pressure
  - Strong word processing skills (preferably on Microsoft Word)
  - Strong Accounting and Billing skills completed on Computer
  - Working knowledge of office and computer equipment.
  - Working knowledge of Government documents and acts that may pertain to early childhood education, specifically the Child Care and Early Learning Act
  - CPR and Current Standard First Aid Training.
  - WHMIS Training.
  - Up to date immunization.
  - Criminal Reference Check and Vulnerable Screen
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## C – POSITION CHARACTERISTICS

### 1. Impact & Accountabilities

This is a support position so the impact on the organization is indirect.  
If the Child Care Clerical Assistant is not able to keep up with the workload, important deadlines may be missed and the municipality negatively impacted.

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### 2. Supervisory Responsibility

None

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## **D – WORKING CONDITIONS**

### **1. Physical Effort and Environment**

The Child Care Clerical Assistant rarely has to work in excess of their normal workweek. The clerical assignments require many hours of word processing. Requires manual dexterity to operate computer keyboard and other office equipment. Works in a clean environment where high safety standards are maintained so as to minimize risk of personal injury to children. Exposed to contagious children's diseases on a regular basis.

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### **2. Mental Effort**

The mental strain resulting from the work of the Child Care Clerical Assistant is manageable. There is a high level of activity at the Centre. The pace is quick. While completing clerical assignments the Child Care Clerical Assistant is often interrupted to answer the phone or attend to the front desk.

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