



The Children's Aid Society  
OF HAMILTON  
La Société d'aide à l'enfance  
DE HAMILTON



The Children's Aid Society of Hamilton was established in 1894 as a not-for-profit charitable organization, mandated under The Child and Family Services Act of Ontario, focusing on the well-being and protection of children. Over these years our Society has earned a reputation as a leader in the field of child welfare. The Society is committed to the safety, protection and well-being of children and the strengthening of families, while valuing diversity and promoting equity.

We are currently seeking a skilled and committed individual to join our team as a:

## DIRECTOR OF INFORMATION SYSTEMS

Reporting to the Executive Director, the Director of Information Systems is responsible for ensuring the reliability, integrity and sustainability of the information communication technologies at the CAS. This position enables technology solutions in support of the CAS's strategic plans while managing daily information systems operations. The Director of Information Systems is a member of the Society's Senior Administrative Team and acts as a resource to the Board and its Committees.

### Major Responsibilities:

- Ensures appropriate and effective infrastructure for information technology activities by recommending and implementing appropriate IT systems to improve Agency business processes through the use of technology;
- Assists with identifying, selecting, and deploying new technology to support organizational goals and objectives;
- Assures security, integrity and reliability of computer information systems and communication systems; oversees, maintains and enforces security protocols;
- Oversees and participates in system upgrades, roll outs and implementation;
- Oversees the agency's telephone system and I.T. security system for user management and technical support;
- Oversees network administration and user support activities;
- Maintains the physical inventory and monitors the inventory control system for all agency computer related equipment;
- Oversees the development and maintenance of the agency's web site;
- Identifies budget requirements and manages the IT budget in accordance with identified needs, departmental priorities and strategic directions and priorities of the CAS;
- As a member of the Senior Administrative Team, provides strategic advice on I.T. service delivery matters;
- Establishes and maintains effective relationships with internal and external partners including the leadership team, the Ministry, the OACAS, vendors and other CAS's when required;
- Provides supervision to the IT staff and manages in a manner that motivates, guides and directs; employees to the realization of CAS values, objectives and performance expectations; maintains a work environment that expects fairness, consistency.

### Key Qualifications:

- University Degree in Computer Science, Information Technology, Information Science or related field (or equivalent combination of education and experience);
- Minimum 9 years of experience in progressively responsible positions in an information technology development and support capacity, including 5 years in a supervisory/managerial role;
- Excellent knowledge of the management of Information Systems and Infrastructure, software and hardware, networks, servers, etc;
- Excellent knowledge of legislation governing privacy, security and confidentiality and OACAS and Ministry guidelines related to statistical gathering, analysis and reporting;
- Excellent knowledge of Agency and CAS industry computer applications including eForms, CWIS, CPIN, Frontline, Fast Track, Navision, LAD, HRIS, MS Office and Outlook, Lotus Notes;
- Knowledge and experience in the application and usage of Information Technology theory and practice and the ability to transmit this through training, coaching and mentoring;
- Knowledge of CAS business strategies, goals, priorities and related objectives and plans.

***All employees of the Society are expected to demonstrate respect, empathy, and accountability to the children and families we serve and each other, and to attend work regularly as regular attendance is critical to maintaining the highest quality and level of service expected in delivering care to the children and families of our community.***

Interested applicants should submit a current resume to Human Resources by **March 2, 2018**

Email: [careers@hamiltoncas.com](mailto:careers@hamiltoncas.com) or Fax: (905) 522-1089

***The Children's Aid Society of Hamilton is dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The Society encourages applicants from all qualified individuals.***

***We thank all applicants for their interest in the Children's Aid Society of Hamilton, however we will only contact those selected for an interview.***

***Applicants who require accommodation due to disability during the selection process must notify HR when contacted for an interview.***