



The Children's Aid Society  
OF HAMILTON

La Société d'aide à l'enfance  
DE HAMILTON

Serving Hamilton's children and families since 1894.

Au service des enfants et des familles de Hamilton depuis 1894.

## EMPLOYMENT OPPORTUNITY

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. During this time, the agency 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:

### EDUCATIONAL LIAISON

**Part Time (30 hours per week for 10 months a year – excludes July and August)**

#### Major Responsibilities:

- Advocate for the educational needs of youth in care;
- Provide consultations to guide, counsel and support child protection staff in planning for the educational needs of children;
- Coordinate educational supports and provide culturally responsive system navigation support;
- Resolve issues that impact learning, and strengthen relationships between societies and Boards of Education;
- Work with school boards to determine student transportation needs;
- Facilitate access to existing educational supports and resources in the school system or community by providing information and referrals that address individual needs and reinforce strengths (includes: tutoring supports, mentoring resources and employment services; training and/or skill development opportunities);
- Facilitate timely exchange of information between schools and societies in accordance with JPSA;
- Leverage existing resources in child welfare and education system through referrals and collaboration (CWECT);
- Recommend procedures and practices that will enhance education planning for children;
- Foster communication and linkages with community agencies/organizations to improve access and mitigate barriers to educational services and supports;
- Build system capacity among society and educational staff on how to better meet the educational needs of children.

#### Key Qualifications:

- University degree, and an Ontario Teaching Certificate with knowledge of the Educational Act and special education services;
- Demonstrated leadership within an education setting;
- Management experience within educational administration an asset;
- Knowledge of Child Welfare an asset;
- Demonstrated interest in children with special educational needs; and,
- Excellent verbal communication skills with demonstrated ability to write clear concise reports, computer literate, and the ability to meet deadlines and other administrative requirements.

*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 apply directly on our website at [www.hamiltoncas.com](http://www.hamiltoncas.com) or submit a current resume by Fax: (905) 522-1089, clearly indicating the Job Posting Number (File 018/18) by **April 13, 2018**

*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. Applicants that may require accommodation due to disability during the selection process must notify Human Resources when contacted for an interview.*