



The Children's Aid Society  
OF HAMILTON  

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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:

**RECEPTIONIST/SWITCHBOARD OPERATOR**

**Permanent Full-Time (34 hours per week)**

\$44,852 - \$52,472 per year

**MAJOR RESPONSIBILITIES**

- Performs general reception duties to a high volume of visitors and callers, according to established practices;
- Opens and closes the Reception area daily;
- Provides a professional and inviting atmosphere for CAS staff, and visitors;
- Processes all outgoing mail and prepares packages for courier service;
- Assists in clerical duties.

**QUALIFICATIONS**

- Post-Secondary school graduate in a business or administrative program or equivalent;
- Advanced computer skills with advanced knowledge of Microsoft Office Suite, including but not limited to Word & Excel;
- Strong customer service, communication, and problem solving skills; demonstrated ability to take initiative;
- Ability to cope well under pressure and perform tasks quickly and efficiently; and
- Adaptability to successfully meet service demands and requirements within the range of work assignments.

***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 covering letter and current resume by Email: [careers@hamiltoncas.com](mailto:careers@hamiltoncas.com)  
or by Fax: (905) 522-1089.

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

***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 HR when contacted for an interview.***