



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, Youth 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:

DOCUMENT SERVICE CLERK
Temporary, Full-Time (6 month Contract)
\$47,439 - \$55,498 per annum
(34 hours per week)

Major Responsibilities include:

Organizing and coordinating all filing for Court; attending Court and ensuring that all documents are filed in a timely manner and that all documents and affidavits of service are filed with the Court; manages all in-house and out-of-town service requests from Lawyers, Legal Assistants, Law Clerks and Case Managers; coordinates the service of the Society's "out-of-town" request for service by working with other Children's Aid Society's throughout Ontario and through Child Protection Services in other provinces; coordinates the work of the Society's Process Services, both in-house and through the use of outside contractors; develops and maintains an organized system whereby there is a computerized and/or paper record of all documents requiring service and those documents that have been serviced; provides ongoing and regular communication respecting the status and outcomes of service requests.

The successful candidate must be a Post-Secondary School graduate in a business or secretarial program or equivalent; experience in the legal field; be familiar with court proceedings, service of court documents, and have experience drafting court documents; ability to work independently in a high volume and stressful environment and have excellent communication and organizational abilities.

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 indicating **File #066/18** by **November 7, 2018**

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

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.

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.