



The Children's Aid Society
OF HAMILTON

Serving Hamilton's children and families since 1894.

La Société d'aide à l'enfance
DE HAMILTON

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. The Society is committed to the strengthening of families, while valuing diversity and promoting equity.

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

SENIOR ADMINISTRATIVE ASSISTANT - Permanency & Resource Services

Regular Full Time (34 hours per week)

Reporting to the Director of Service, the Senior Administrative Assistant – Permanency & Resource Services is responsible for a wide variety of confidential administrative duties in support of one (1) Directors of Service (DOS), two (2) Service Supervisors, Projects/Programs and Consultation along with ad hoc support to the Director of Finance, Director of Information Technology and Manager of Equity, Inclusion & Community Development. The Senior Administrative Assistant – Permanency & Resource Services will also oversee the day to day functions of two (2) Scanner/Receptionists.

Major Responsibilities:

- Provides direct administrative and office management support to one (1) Director of Service and two (2) Service Supervisors, Projects/Programs and Consultation.
- Oversees the day to day functions of two (2) Scanner/Receptionists.
- Maintains work schedules and calendars of Director and Service Supervisors, Projects/Programs and Consultation including arranging meetings, providing meeting minute-taking and distribution, scheduling various appointments.
- Formats and edits letters, memos, background documentation, research, reports, and presentations from draft stage to audience-ready work.
- Provides administrative support to working groups/committees as necessary.
- Maintains a tracking database for AAR's (including receiving, scanning, uploading and distribution).
- Receives and tracks Child Abuse Registry forms.
- Provides administrative support to the Critical Incident Debriefing process (including coordinating debriefing meetings, finalizing and distributing minutes).
- Provides administrative support to Dreams Take Flight program.
- Updates Services Policies and Procedures manual as necessary.
- Oversees and provides orientation, support and evaluations to volunteers associated with Special Event and Donation Depot roles.
- Oversees and helps coordinate the Summer Camp and Christmas Hamper Program.

Key Qualifications:

- Must have 8 years as an administrative assistant, with 5 years or more in a senior administrative position, ideally within the Public Sector.
- A Bachelor's degree or equivalent combination of education and experience is preferred.
- Superior written and verbal communication skills, with keen attention to detail.
- Advanced knowledge of Microsoft Word, Excel, and PowerPoint.

All employees of the Society are expected to demonstrate respect, empathy, and accountability to the children and families we serve and each other.

Interested applicants should submit a current resume to careers@hamiltoncas.com or by **or** Fax: (905) 522-1089, clearly indicating the Job Posting Number (**File #011/20**) by **February 24, 2020**.

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