



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**

Non-Unionized position

Temporary Full-Time (1 year contract)

\$62,957 – \$76,598

Reporting to the Director of Service, the Senior Administrative Assistant – Permanency & Resource Services is responsible for a wide variety of confidential administrative duties assisting the department in providing support to enhance the delivery of child welfare services in line with the agency's strategic vision. This position supports the Director of Service (DOS), Service Supervisors, Projects/Programs and Consultation, along with ad hoc support to other Directors as required. The Senior Administrative Assistant – Permanency & Resource Services will also oversee the day-to-day functions of the Scanner/Receptionists, Receptionist and Drive Facilitators.

#### **Major Responsibilities:**

- Maintains work schedules and calendars of assigned Directors and Service Supervisors 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 in databases (including receiving, scanning, uploading and distribution).
  - Form competition.
  - Updates Services Policies and Procedures Manual, as necessary.
  - Oversees and provides orientation, support and evaluations to volunteers associated with special events.
  - Oversees and helps coordinate the Summer Camp Program.
  - Supports an equity-focused environment, including implementing anti-racism and anti-oppression values, practices, and learning.
  - Provides supervision and management to assigned staff, setting measurable objectives, and ensuring accountability for results. Coaches and provides feedback for team members to encourage positive results.
  - Engages and develops people and creates a learning-focused and inclusive team culture.
- **Key Qualifications:**
- Experience in progressively responsible administrative support roles, ideally within the Public Sector.
  - Excellent customer service and interpersonal skills providing meaningful and timely interaction with all levels of staff and external partners.
  - Excellent written and oral communication with great attention to detail.
  - Experience in a unionized environment is preferred.
  - Committed to high professional and ethical standards and reflects the values and principles of the organization.
  - Committed to learn, seek feedback, and grow as a leader.

**As an employer, The Children's Aid Society of Hamilton is committed to:**

- **A culture of inclusiveness and diversity reflecting our diverse service recipients, staff, and community alike.**
- **Providing barrier-free and accessible employment practices.**
- **In accordance with the Ontario Human Rights Code providing accommodation supports during the selection and interview process if required.**

*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](mailto:careers@hamiltoncas.com) or by or Fax: (905) 522-1089, clearly indicating the Job Posting Number (**File #017/21**) by April 15, 2021