



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.

NOTICE OF STAFF OPENINGS

It is hereby drawn to the attention of members of staff of the Children's Aid Society of Hamilton that an opening exists as follows:

DIVISION: Permanency and Resource
JOB TITLE: Flex Scanner/Receptionist
TERM: Temporary Full Time (6-month contract)
LOCATION: Administrative Services
SALARY: As per Category 3 of C.U.P.E., Local 5300 ATS Collective Agreement.

MAJOR RESPONSIBILITIES

1. Provides coverage to reception, performing general reception duties to a high volume of visitors and callers:
 - Answering incoming calls and re-directing callers as appropriate.
 - Greets and directs walk-ins, clients and visitors and connects with worker or staff member.
 - Provides a professional, calm, and inviting atmosphere for parents, children, CAS staff and visitors.
 - Practices established reception safety protocols.
2. Provides daily scanning support:
 - Scans individual files for permanent storage, adhering to established records management practices and utilizing appropriate equipment as necessary.
3. Provides other administrative support as required.
4. Performs other duties as assigned by the Supervisor and/or their designate.

QUALIFICATIONS

1. Post-Secondary school graduate in a business or administrative program or equivalent.
2. Excellent ability to use MS Office applications (Word, Excel, Outlook, Powerpoint).
3. Solid written, oral communication and interpersonal skills providing constructive, meaningful and timely interaction with all levels of staff.
4. Problem solving and attention to detail.
5. Excellent customer service skills.
6. Ability to cope well under pressure and deal with crisis situations in calm and effective manner.
7. Flexible, adaptable and responsive to change.



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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.***

Staff members who wish to be considered for this position or to obtain more information, should make their interest known, in writing, to recruitment@hamiltoncas.com, within five (5) days of the posting of this notice. All applicants shall apply to File #083/21.

DATE POSTED: Nov 19, 2021

DATE COMPETITION ENDS: Nov 25, 2021 – 3:00 p.m.