



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:

### POLICY AND PROCEDURES PROGRAM ASSISTANT

Non-Unionized position

Temporary Full Time (up to 12-month contract)

The Policies and Procedures Program Assistant assists in the effective and efficient execution of the Society's policy administration process. Reporting to the Director of Strategy and Planning, this position oversees the process of updating Society policies and procedures and ensures they are properly housed in PolicyTech, the Society's central policy database.

#### Major Responsibilities:

- Assists with the policy development and maintenance process, to support the publishing of policies and procedures in PolicyTech.
- Ensures the policy-creation and timeline processes are established and content is properly reviewed by leadership prior to submission for publication.
- Proactively manages priorities and expectations around assignments and deadlines.
- Interacts with Society departments to review, revise/update policies.
- Ensures method, consistency, style, design, and terminology adheres to Society standards and requirements.
- Works with Society departments to ensure policies are not duplicated in PolicyTech.
- Ensures all published policies are updated to the latest template and format; reviews all new policies and documents for typographical and grammatical errors before they are sent for approval and published in the database.
- Assigns user roles in the policies database appropriate for the access level needed, including reassigning policies according to updates in user roles or status.
- Ensures policies are assigned to relevant document owners for review in accordance with Society standards and requirements.

#### Key Qualifications:

- Experience in administrative support role, with experience coordinating projects with a range of stakeholders
- Experience in policy development and procedures; knowledge of PolicyTech software considered an asset.
- Strong experience with and advanced skills in MS Office applications.
- Excellent written and oral communication with great attention to detail.
- Excellent writing, editing and proof-reading skills.
- Proven ability to work collaboratively.
- Self-directed with a solid ability to organize, plan, prioritize and multi-task.
- Experience working with diversity, equity, and inclusion programs; demonstrating and supporting a culture of diversity, equity, and inclusion.
- Advanced knowledge of effective planning and, policy processes.

***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 #019/22**) by **April 22, 2022**