



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:

Community Relations Specialist

Non-Unionized position

\$69,621 - \$84,704

Regular Full Time (34 hours per week)

Reporting to the Director of Communications, the incumbent is responsible for supporting and resourcing client complaints and feedback, helping to demonstrate The Children's Aid Society of Hamilton's commitment to excellent customer service and, as much as possible, ensuring client satisfaction with our services.

Major Responsibilities:

- Proactively identifies and resolves client complaints and receives client feedback
- Responsible for obtaining feedback and liaising with appropriate stakeholders to resolve service issues
- Facilitates resolution of escalated complaints in a timely manner including liaising with internal stakeholders
- Manages informal complaints in accordance with the Society's policies and procedures and customer service standards, including coordination and liaising with team members and affected individuals and Senior Leadership
- Coordinates the management of formal complaints for the Internal Complaints Review Panel
- Maintains a tracking system for client complaints. Collaborates with the Legal Department to track complaints that go to the Child and Family Services Review Board
- Advises on continuous improvement activities to reduce the number of complaints and increase overall customer satisfaction
- Acts as a champion or subject matter expert for the Collaborative Community Relations Model
- Collaborates with the Society's Part X and Disclosures team when complaints, corrections and privacy breaches intersect
- Keeps up to date with current changes in complaints legislation and CPIN business harmonization reports, as applicable to child welfare
- Updates policies and procedures for complaints, as necessary
- Supports the activities of the Communications team as required

Key Qualifications:

- Post-Secondary degree required in a related field (with 1 to 2 years of progressive related experience or an equivalent combination of education and experience)
- Demonstrated knowledge of the child welfare mandate and experience in child welfare
- Demonstrated skills and experience in complaint management and/or customer service
- Excellent communication and interpersonal skills.

- Experience with MS Office applications
- Demonstrated ability to write clear, concise reports and presentations
- Knowledge of CPIN considered an asset
- Knowledge of emotional intelligence concepts
- Demonstrated project management skills including implementation of project/programs

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 or by **or** Fax: (905) 522-1089, clearly indicating the Job Posting Number (**File #063/22**) by **Friday January 18, 2023**.