



Our Mission

Families and Communities Keeping Children and Youth Safe, Nurtured and Strong

Our Agency

We are a progressive multi-service child welfare agency committed to service excellence in the provision of child protection, youth justice and early intervention services. Located in the Near North we provide the opportunity to combine the career and lifestyle of your choice.

Summer Student Positions Available

The Children's Aid Society of the District of Nipissing and Parry Sound is seeking to fill three (3) full-time summer student positions in the North Bay office. These opportunities fall within the following service areas:

Travel Grant / Disability Application Processor: Assist the Finance Department with the review of various agency files to collect information related to medical diagnosis and travel required for medical reasons for children in the agency's care. The corresponding applications will be completed with assistance from the Child Care Workers. This student will also help develop and roll out a process for the completion of future applications. Office Administration student with experience in EXCEL and strong organizational skills will be considered an asset.

Information and Technology Student: Assist the Information and Technology Services Department with various I.T.S. projects and help manage the I.T. Help Desk. The successful applicant must have some experience with computer hardware set-up and troubleshooting.

Human Resources: Assist the Human Resources Department with the updating of existing job descriptions. This student will also help support the department's annual work plan as well as assist with data entry and maintenance of records. University/BBA student with knowledge of the Occupational Health and Safety Act would be considered an asset.

Fluency in both official languages, English and French, is an asset.

Qualified applicants may forward a detailed resume and cover letter by May 1, 2016 to:

**Human Resources
433 McIntyre St. West
North Bay, ON, P1B 2Z3
FAX (705) 667-0201
hr.information@parnipcas.org**

We appreciate your interest; however only those selected for an interview will be contacted. Applicants requiring accommodations for the interview are asked to make such requests when contacted for an interview.

The Children's Aid Society for Nipissing and Parry Sound is an equal opportunity employer.