



CAREER OPPORTUNITY

Guided by Catholic values and teachings we serve children and youth within the Hamilton community by protecting their safety and well-being, strengthening their families, and nurturing lifelong relationships.

The Catholic Children's Aid Society of Hamilton seeks interested and qualified applicants for:

Foster/Adoption Parent Recruitment Coordinator

Part Time, 21 hours per week (6 month Contract)

Required Qualifications

- University or College degree or equivalent in Marketing or related area of study.
- Experience working with media.
- Experience using Social Media tools.
- Experience in advertising and preparing promotional materials.
- Experience with facilitating public speaking engagements, presentations and training.
- Demonstrated capacity and ability in the following areas:
 - Ability to set priorities and meet deadlines.
 - Knowledge and familiarity of the Hamilton region and community resources.
 - Excellent interpersonal skills, creativity and organizational abilities.
 - Ability to work as an integral part of a team.
 - Excellent verbal, written and listening communication skills.
 - Excellent engagement and networking skills.
 - Excellent presentation/public speaking skills

Key Responsibilities

- Develop and implement Foster/Adoption Parent recruitment strategies by using proven recruitment methods;
- Explore new channels to seek out potential resource and adoption families;
- Develop a marketing plan comprised of the number and specific types of foster and adoption homes that are required to meet the placement requirements of the CCASH;
- Coordinate and execute projects and events designed to recruit foster and adoption parents;
- Develop and expand both new and current relationships with groups and organizations that would be relevant to help meet the resource needs of the CCASH;
- Conduct presentations and information sessions in order to generate awareness and interest in becoming a resource/adoption parent; ensure the proper distribution of recruitment information at presentations and information sessions;
- Develop and maintain resource materials that can assist the community in their understanding of fostering and adoption;
- Facilitate foster/adoption parent and joint foster\adoption information meetings;
- Develop a tracking system of the activities of resource parent candidates as they progress through the application process. Create and provide written reports, as required, to the Quality Assurance Department and Senior Leadership Team;
- In collaboration with the Director of Public Relations and Administration, assist with community awareness functions and deliver key messages with respect to resource parent recruitment to the Catholic community as required;

- Comply with Health and Safety policies and the Ontario Health & Safety Act.
- Committed to anti-oppression values of justice, equity, respect of the beliefs and traditions of others
- Committed to agency values of Success for Children, Youth and Families, Service Excellence, Integrity, Human Dignity & Respect, Communication & Collaboration, Compassion, Shared Accountability and Our Team

We offer attractive benefits, with experience based remuneration.

Please apply in writing or e-mail to the attention of: hr@hamiltonccas.on.ca or 735 King Street East Hamilton, ON L8M 1A1

We are an equal opportunity employer and are committed to building an inclusive process that respects the dignity and independence of people with disabilities.

If you require a disability related accommodation in order to participate in the recruitment process, please inform Human Resources at 905-525-2012 ext. 3377.