



PAYUKOTAYNO

James and Hudson Bay Family Services

HEAD OFFICE:
FINANCE
48 Jaban Street. P.O Box 209
MOOSE FACTORY, Ontario P0L 1W0
1(705)658-4471 Fax # 1(705)658-4491

ADMINISTRATION:
50 Bay Road. P.O Box 189
MOOSONEE, Ontario P0L 1Y0
1(705)336-2229 Fax # 1(705)336-2492
1-866-615-1681

****** EMPLOYMENT OPPORTUNITY******
INTERNAL/EXTERNAL

POSITION: Administrative Support Worker

CLASSIFICATION: Full Time

LOCATION: Moosonee, ON

POSITION RESPONSIBILITIES:

The successful candidate's primary responsibility will be to ensure all court related material is prepared for Family Court. Additional responsibilities will also include inputting, reviewing and the filing of information received from the Child Welfare Unit. He/She will maintain daily records, reports and forms as required and other related duties as may be assigned by the supervisor.

QUALIFICATIONS: Ontario Secondary School Diploma or Equivalent
Relevant work experience in the field
Ability to communicate effectively both written and verbal
Knowledge of the Child & Family Services Act and the Criminal Code of Canada
Excellent Computer Skills
Ability to speak Cree an asset
Valid Driver's License is Mandatory

SALARY: \$48,288 to \$54,702

CLOSING DATE: Tuesday, August 21, 2018 at 4:30 p.m.

SUBMIT RESUME, THREE REFERENCES WITH PERMISSION TO CONTACT, QUOTING COMPETITION NUMBER: 54-18, TO:

Director of Human Resources
Payukotayno: James & Hudson Bay Family Services
P.O. Box 189 Moosonee, ON P0L 1Y0
Fax: (705) 336-3063 E-Mail hr@payukotayno.ca

ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

We are an equal opportunity Employer. If you require a disability related accommodation in order to participate in the recruitment process, please contact the Human Resources Department. Please note that preference may be given to qualified Cree speaking applicants in our hiring process.

Clinical Unit P.O Box 189 Moosonee, ON. P0L 1Y0 Ph: #705-336-0058 Fx: #705-336-0062	Niska Way Office P.O Box 209 Moose Factory, ON. P0L 1W0 Ph: #705-658-2701 Fx: #705-658-2702	Fort Albany Office P.O Box 123 Fort Albany, ON. P0L 1H0 Ph: #705-278-4856 Fx: #705-278-4854	Kashechewan Office P.O Box 241 Kashechewan, ON. P0L 1S0 Ph: #705-275-4535 Fx: #705-275-1155	Attawapiskat Office Gen. Del. Attawapiskat, ON. P0L 1A0 Ph: #705-997-2271 Fx: #705-997-2299	Peawanuck Office P.O Box 64 Peawanuck, ON. P0L 2H0 Ph: #705-473-2663 Fx: #705-473-2664
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