



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.

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

One Vision One Voice Coordinator

Full time – 6 month contract

Qualifications

- Bachelor of Social Work degree from an accredited university or equivalent education and experience;
- Strong knowledge and understanding of the One Vision One Voice project;
- Ability to manage multiple projects concurrently and prioritize as required;
- Strong knowledge of Microsoft Office with proficiency in Word;
- Excellent writing skills with the ability to communicate effectively and clearly;
- Extremely detail-oriented with great organizational skills;
- Strong editorial skills;
- Solid understanding of anti-oppression and equity principles as it relates to child welfare practice.
- Solid interpersonal and management skills.
- Bilingual French/English is an asset.

Key Responsibilities

- Create a work plan to implement One Vision One Voice Strategy including all recommendations gathered.
- Co-create and draft an Anti-Black Racism statement for the CCASH.
- Work with our Policy Writer and Manager of Diversity and Equity to develop a policy with an Anti-Black Racism, equity focused lens.
- Meet and consult with internal stakeholders to implement One Vision One Voice recommendations.
- Assist in the creation of a training module in collaboration with the Manager of Diversity and Equity.
- Support the African Canadian ERG group and additional Employee Resource Groups as required;
- Document Management;
- Provide training support;
- Flexible, adaptable and responsive to change
- Ability to deal with highly sensitive and personal information in a confidential manner
- Solid ability to analyze information, problem-solve and make good decisions
- Self-directed with an excellent ability to organize, plan, prioritize and multi-task
- Acts with integrity, trustworthiness, humility, transparency and compassion
- Follow ethical codes that protect the confidentiality of information;
- Comply with health and safety policies, procedures and the Ontario Health & Safety Act;
- Committed to AOP values of justice, equity, respect of the beliefs and traditions of others;

- Committed to Society values of Success for Children, Youth & Families, Service Excellence, Integrity, Human Dignity & Respect, Communication & Collaboration, Compassion, Shared Accountability and Our Team;
- Performs other duties as assigned.

This position reports to the Manager of Diversity, Equity and Inclusion. We encourage applicants with lived experiences and knowledge of the African Canadian diaspora to apply.

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.