



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:

### HEALTH AND WELLBEING COORDINATOR

Non-Unionized position

Temporary Full-Time (6-month contract)

Reporting to the Supervisor, Human Resources, the Health and Wellbeing Coordinator is a wellness advocate, responsible for developing and enhancing the agency's health and wellbeing programs. This position promotes the health and wellbeing of employees and supports the agency's strategic plan.

#### Major Responsibilities:

- Raises awareness of employee wellbeing topics, including mental health and addictions.
- Researches, recommends, and assists with implementation of healthy workplace initiatives.
- Assists in the development of a positive culture statement for the agency.
- Develops and recommends an evaluation process for healthy workplace and wellbeing initiatives that effectively measures results.
- Provides employees with knowledge and information on available internal and external resources to support wellbeing.
- Researches, recommends, and assists with implementation of processes and programs for organizational recognition and acknowledgment.
- Researches best practices for long service programs and recommends improvements to the current service program through engagement with staff, foster parents, and volunteers.
- Recommends a range of methods for acknowledgement across the organization, in alignment with the agency's mission, vision and values.
- Participates in the development and enhancement of the Critical Incident Process; collaborating with the Peer Support Team members to ensure effective support and promotion of employee wellbeing.
- Supports the employer by identifying areas of strength as well as areas for improvement as they relate to employee health and wellbeing.
- Supports an equity-focused environment to enhance wellbeing and learns from the lived experiences of others.

#### Key Qualifications:

- Experience developing and facilitating workplace wellbeing programs and initiatives; relevant Human Resources experience, Health and Safety certification, and/or Project Management experience considered an asset.
- Excellent customer service and interpersonal skills providing meaningful and timely interaction with all levels of staff and external partners.
- Excellent written and oral communication with great attention to detail.
- Experience in a unionized environment is preferred.
- Excellent ability to use MS Office applications (e.g. Word, Excel, Outlook, PowerPoint)
- Solid written, oral communication and interpersonal skills providing constructive, meaningful, and timely interaction with all levels of staff.
- Ability to work independently, as well as contribute as part of a team.

***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](mailto:careers@hamiltoncas.com) or by **or** Fax: (905) 522-1089, clearly indicating the Job Posting Number (**File #053/21**) by **July 26, 2021**