



## **Employment Opportunity Template**

### **Client Receptionist, Casual**

**Bargaining Unit CUPE Local 3223**

### **Salary**

\$28.60 - \$33.17

### **About Us**

Durham Children's Aid Society has been supporting families and protecting children in our community since 1905. We are responsible for providing child protection services to children and youth under the age of 18, and their families, who live in Durham Region.

We work with families and our community partners to help children grow up safe and healthy. In most instances, we are able to keep children safe in their family home by working with their primary caregivers to address any challenges they may be facing.

Learn more about us at [www.durhamcas.ca](http://www.durhamcas.ca).

### **Our commitment to Diversity**

We strive to be an equitable and inclusive employer. Our commitment to equity is grounded in an institution-wide commitment to achieving a working, teaching, and learning environment that is free of discrimination and harassment. We actively seek candidates from First Nations, Métis and Inuit, racialized and 2SLGBTQ+ communities, women, and people with differing abilities (including people who have experienced mental health and substance use challenges).

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code.

### **What we offer**

We offer an inclusive work environment. Our office is well situated on Taunton Road and is transit accessible. Most positions are eligible for hybrid work in accordance with our Flexible Work Arrangement policy. We offer a comprehensive and competitive compensation package, including a defined benefits pension plan with the Ontario Municipal Employees Retirement System (OMERS). Learn more at [www.durhamcas.ca/careers](http://www.durhamcas.ca/careers).

### **Position Summary**

The Client Receptionist greets all visitors/clients to the Society, offering the appropriate assistance to the visitor's requirements; logs all persons attending the society; receives goods and services to society; escorting personnel to job sites where necessary; schedule room bookings. To conduct orientation for new staff regarding reception area. This position will also complete administrative requirements in accordance with Society and/or Supervisory requirements.

### **Qualifications**

High School Diploma. Computer literate. Minimum 3 months related experience or co-op placement. Proficiency in a second language an asset.

## Other Information

Candidates must undergo and successfully pass a background check before an offer of employment may be made. Proof of education is required.

Please apply through our career's portal through [Careers - Durham Children's Aid Society \(durhamcas.ca\)](https://careers.durhamcas.ca).

We thank all applicants for their interest, however, only those selected for an interview will be contacted.