



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:

RECEPTIONIST - CASUAL

\$18 per hour

Major Responsibilities:

Provides coverage to reception, performing general reception duties to a high volume of visitors and callers:

- Answering incoming calls and re-directing callers as appropriate.
- Greets and directs walk-ins, clients and visitors and connects with worker or staff member.
- Provides a professional, calm, and inviting atmosphere for parents, children, CAS staff and visitors.
- Operates paging system.
- Practices established reception safety protocols.

Key Qualifications:

- Post Secondary school graduate in a business or administrative program or equivalent experience.
- Ability to use MS Office applications (Word, Excel, Outlook).
- Solid written, oral communication and interpersonal skills.
- Problem solving and attention to detail.
- Excellent customer service skills.
- Ability to cope well under pressure and deal with crisis situations in calm and effective manner.
- Flexible, adaptable and responsive to change.
- 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 or by or Fax: (905) 522-1089, clearly indicating the Job Posting Number (**File #062/22**) by **November 23, 2022**