



PAYUKOTAYNO

James and Hudson Bay Family Services

POSITION TITLE	Child Protection Worker Trainee
DEPARTMENT	Child Protection – Intake/Screening
REPORTS TO	Services Supervisor – Intake/Screening
CLASSIFICATION	6-month term with the possibility of permanent full-time
LOCATION	Moosonee, ON
POSTING DATE	January 6, 2023
CLOSING DATE	January 20, 2023 at 4:30 p.m.
COMPETITION NUMBER	03-23

POSITION RESPONSIBILITIES:

The Child Protection Trainee shall be introduced and trained for the Child Protection Worker position. During this time, the staff will co-manage a caseload of low risk, child protection files as well as perform clerical/administrative tasks for their files and provide assistance to other Child Protection Staff. The most important task of the Trainee will be to learn the processes, procedures and policies of the Child Protection Department in order to become a fully functional member of the Child Protection Team.

QUALIFICATIONS:

1. Post-secondary student in a related field
2. Relevant work experience in office setting
3. Computer skills with direct experience in MS Word and Excel programs
4. Excellent organizational skills and demonstrated ability to work independently and as part of a team and to set priorities and work under pressure.
5. The ability to communicate effectively, both written and verbal.
6. Ontario Secondary School Diploma
7. Valid Class "G" Drivers' License or "G2" with eligibility to obtain "G" in near future
8. Clear Vulnerable Sector Check
9. COVID-19 Proof of Vaccination is mandatory

SALARY RANGE: \$27/hour + 4% vacation pay in lieu of benefits

SUBMIT COVER LETTER, RESUME AND THREE (3) WORK REFERENCES, WITH EMAIL ADDRESSES, AND PERMISSION TO CONTACT, TO:

Director of Human Resources
 Payukotayno: James & Hudson Bay Family Services
 P.O. Box 189, Moosonee, ON P0L 1Y0
 Fax: (844) 444-0627 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.