



PAYUKOTAYNO

James and Hudson Bay Family Services

POSITION TITLE	Administrative Support Worker (Legal) – 2 positions
DEPARTMENT	Child Protection
REPORTS TO	Child Welfare Manager – Child Protection
CLASSIFICATION	1 – Permanent/Full-time AND 1- Term (Jan. 3, 2024 to Feb. 3, 2025)
LOCATION	Moosonee/Timmins, ON
POSTING DATE	October 27, 2023
CLOSING DATE	November 17, 2023 at 4:30 p.m.
COMPETITION NUMBER	221-23

POSITION RESPONSIBILITIES:

The successful candidate's primary responsibility will be to ensure all court related material is prepared for Family Court. Additional responsibilities will also include inputting, reviewing and the filing of information received from the Child Welfare Unit. He/she will maintain daily records, reports and forms as required and other related duties as may be assigned by the Supervisor.

QUALIFICATIONS:

- Ontario Secondary School Diploma or equivalent
- Relevant work experience in secretarial/office setting
- Ability to communicate effectively both written and verbal
- Knowledge of the Child and Youth Family Services Act and the Criminal Code of Canada
- Excellent Computer Skills
- Ability to speak Cree an asset
- Ability to provide a clear Vulnerable Sector Check
- Valid Class G Driver's License and COVID-19 Proof of Vaccination is mandatory

*Candidates with lesser qualifications may be considered and provided with appropriate training

SALARY RANGE: \$55,171 - \$62,498 annually with excellent Benefits package

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

Director of Human Resources
 Payukotayno: James & Hudson Bay Family Services
 P.O. Box 189 Moosonee, ON P0L 1Y0
 Fax: 705-999-4940 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 to participate in the recruitment process, please contact the Human Resources Department