



# PAYUKOTAYNO

James and Hudson Bay Family Services

<b>POSITION TITLE</b>	Child Care Case Aide (2 positions)
<b>DEPARTMENT</b>	Child Care
<b>REPORTS TO</b>	Services Supervisor – Child Care
<b>CLASSIFICATION</b>	6-month Term
<b>LOCATION</b>	Moosonee/Moose Factory, ON
<b>POSTING DATE</b>	March 13, 2023
<b>CLOSING DATE</b>	March 24, 2023 @ 4:30 p.m.
<b>COMPETITION NUMBER</b>	65-23

## **POSITION SUMMARY:**

This is a position where the successful applicant will provide administrative and other supports to a Child Welfare department. During this time, the staff will assist in the delivery of services in the field as well as performing clerical and administrative tasks for their files and provides assistance to the other Child Care Staff. The Case Aide will support the quality of work completed and also aid in the adherence to Provincial Standards and Best Practices.

## **QUALIFICATIONS:**

- Post-Secondary student in a related field
- Relevant work experience in an office setting
- Computer skills with direct experience in Microsoft Word and excel programs
- Excellent organizational skills and demonstrated ability to work independently and as part of a team and to set priorities and work effectively under pressure
- The ability to communicate effectively, both written and verbal.
- Ontario Secondary School Diploma
- Valid Class "G" Drivers' License (*preferred*)
- Clear Vulnerable Sector Check
- COVID-19 Proof of Vaccination is mandatory

**A full job description is available by contacting [hr@payukoytano.ca](mailto:hr@payukoytano.ca)**

**SALARY:** \$22/hour + 4% Vacation Pay

**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 Email: [hr@payukotayno.ca](mailto: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.