



PAYUKOTAYNO

James and Hudson Bay Family Services

POSITION TITLE	Imaging & Records Clerk
DEPARTMENT	Quality Assurance
REPORTS TO	Quality Assurance Manager
CLASSIFICATION	2 year - Contract
LOCATION	Moosonee, ON
POSTING DATE	April 12, 2024
CLOSING DATE	April 26, 2024 at 4:30 p.m.
COMPETITION NUMBER	72-24

POSITION SUMMARY:

This is a document imaging and records storage position. Under minimal supervision, the individual will ensure that all existing and new documents/records are scanned accurately and maintained in the controlled storage areas in a timely manner. This position works with large volumes of highly confidential documents. This individual must have the ability to prioritize the processing of the records in a timely manner based on the agency needs, be highly organized, have strong attention to detail and work well under pressure.

QUALIFICATIONS:

- High school graduate or equivalent is required
- Demonstrated interpersonal and communication skills to successfully collaborate with Agency staff
- Previous experience in child welfare an asset
- Highly self-motivated and directed with keen attention to detail
- Relevant work experience in, or demonstrate a willingness to learn, child welfare databases and document management systems, such as Xerox's Docushare, Penlieu's Frontline system, etc.
- Work experience in, or demonstrate a willingness to learn, document scanning, archival and retrieving of documents using document management software.
- Experience and/or formal training in computer software such as Microsoft Office Suite and electronic email
- Excellent Organizational skills and demonstrated ability to set priorities and work effectively under pressure.
- Ability to work with minimal supervision
- Ability to lift and move file storage boxes of approximately 25 lbs
- Must be able to provide a clear Criminal Record Check
- Valid Class G Driver's License (preferred)

SALARY RANGE: \$56,688 - \$64,217

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 to participate in the recruitment process, please contact the Human Resources Department