



CAREER OPPORTUNITY

Guided by Catholic values and teachings we serve children and youth within the Hamilton community by protecting their safety and well-being, strengthening their families, and nurturing lifelong relationships.

Catholic Children's Aid Society of Hamilton seeks interested and qualified applicants for:

Policy Writer

Full time – 6 month contract

Qualifications

- Bilingual French/English an asset.
- Post-secondary degree required and previous experience writing and editing policies and procedures.
- Computer literate with demonstrated proficiency in Microsoft office and proprietary child welfare systems and programs.
- Knowledge of child welfare practices and policies.
- Effective time management skills, completing administrative tasks within specified deadlines. Ability to work independently, to take responsibility for organizing, prioritizing and completing one's own workload.
- Superior writing skills.
- Ability to be decisive and effective under pressure.
- Acts in a timely manner and meets deadlines.
- Effective verbal and superior writing skills
- Demonstrated sound interpersonal and organizational skills.
- Ability to work jointly, co-operatively in consultation with other persons, professionals and teams.

Key Responsibilities

- Responsible for reviewing existing Society policies and protocols of CCASH, determining gaps in the existing policies and revising them accordingly. Incorporate needed changes to existing policies to reflect new practices.
- Writing, drafting, and editing new policies as required, ensuring the document is clear and concise
- Work in collaboration with other internal and external stakeholders.
- Ongoing work with internal stakeholders to update existing procedures in order to ensure compliance with agency policies and applicable laws and regulations.
- Comply with health and safety policies, procedures and the Ontario Health & Safety Act.
- Committed to AOP values of justice, equity, respect of the beliefs and traditions of others.
- Committed to Society values of Success for Children, Youth & Families, Service Excellence, Integrity, Human Dignity & Respect, Communication & Collaboration, Compassion, Shared Accountability and Our Team.
- Performs other duties as assigned.

We offer attractive benefits, with experience based remuneration.

Please apply in writing or e-mail to the attention of: hr@hamiltonccas.on.ca or 735 King Street East Hamilton, ON L8M 1A1

We are an equal opportunity employer and are committed to building an inclusive process that respects the dignity and independence of people with disabilities.

If you require a disability related accommodation in order to participate in the recruitment process, please inform Human Resources at 905-525-2012 ext. 3377.