



# PAYUKOTAYNO

## James and Hudson Bay Family Services

<b>POSITION TITLE</b>	Administrative Support Worker (Legal)
<b>DEPARTMENT</b>	Child Protection
<b>REPORTS TO</b>	Child Welfare Manager – Child Protection
<b>CLASSIFICATION</b>	Permanent, Full-time
<b>LOCATION</b>	Moosonee/Timmins, ON
<b>POSTING DATE</b>	October 29, 2024
<b>CLOSING DATE</b>	Open until Filled
<b>COMPETITION NUMBER</b>	207-24

**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:** \$56,688 - \$64217 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](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 to participate in the recruitment process, please contact the Human Resources Department