

When submitting an application by email, include **JOB CODE** in the subject line.

JOB CODE	R7-MSA-2018
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JOB POSTING			
JOB TITLE	Family Access Worker		
REPORTS TO	Manager, Supervised Access Programs	LOCATION	Hamilton
DIVISION	Family Access	HOURS OF WORK	Relief/Part Time (0-14 HRS) Various evening / weekend (No guaranteed hours)
POSTING DATE	JUNE 2018	START DATE	ON-GOING

POSITION DESCRIPTION

YWCA Hamilton is dedicated to strengthening women’s and girl’s voices, broadening their choices, building dynamic leadership and providing essential services that promote safe, inclusive and equitable communities.

We offer a stimulating and challenging environment that values the diversity of individuals and ideas.

- Opportunity for professional development and growth
- Staff Fitness and Aquatic membership
- Staff discounts for childcare and recreation

KEY FUNCTIONS:
To supervise visits / exchanges between visiting parties and their children; record factual observation notes while maintaining a safe, neutral and child-friendly environment.

QUALIFICATIONS

- Must have a valid post-secondary education in Social Work, Sociology, Child and Youth or working towards the completion of post-secondary education in a related field or combination of related work and academic experience
- Knowledge of Family Law, Child and Family Services Act, domestic violence and the impact on families
- Adhere to the Best Practices Manual as set out by the Ministry of the Attorney General
- Maintain and fully supervise a safe, neutral and child friendly environment for regular scheduled evening and weekend visits / exchanges
- Create a written record of factual observations made during the visit and / or exchange
- Bilingual English / French or other languages an asset
- Must have excellent verbal/written communication and organizational skills
- Must have and demonstrate good judgment; must maintain the highest level of confidentiality
- Proficient computer skills including but not limited to Microsoft Word, Excel and Outlook
- Must be able to work various shifts of evenings and weekends
- Must provide a current and valid Vulnerable Sector Police Check and Emergency First Aid Certificate or willingness to obtain at own cost

Please submit resume and covering letter by e-mail, mail or fax, to YWCA Hamilton.

CLOSING DATE:	ON-GOING
 jobs@ywcahamilton.org	 75 MacNab Street South, Hamilton, ON L8P 3C1 Fax: 905-522-1870 Attention: Human Resources

As part of YWCA Hamilton’s commitment to Access and Equity, we strive to represent the diverse communities that we serve. Individuals who are First Nations, Métis, immigrant, refugee, lesbian, gay, bisexual, or transgender; and individuals with disAbilities and from racialized communities are encouraged to apply.

Attention Applicants:
Thank you for your interest in YWCA Hamilton, however, only candidates selected for an interview will be contacted. Please inform us of accommodation requests during interview booking.

