

Reporting to: Supervisor, Adoption

Classification: Full Time Temporary contract to May 5, 2028; 35 hours weekly, union

Type of Posting: To Fill a Temporary Vacancy

Salary Range: Union Grid, Band 2, \$45,864 – 54,412 per annum

Starting Date: November 9, 2026

Application deadline: 11:59 PM Sunday September 27, 2026 Applications will be reviewed on an on-going basis.

Application Process: Please apply through our Career portal section of our website: <https://hccas.ca>

This position is being posted both internally and externally. Internal candidates who meet the job requirements will be interviewed prior to external candidates

MISSION

Guided by Catholic values and teachings, we serve and offer bilingual (English/French) service to children, youth and families within the Hamilton community to protect their safety and well-being, strengthen families and nurture lifelong relationships.

Qualified candidates must have the skills and knowledge needed to work with an increasingly diverse population as well as knowledge of inequities, how they are perpetuated, and the skills to address them, specific to the requirements of the job.

We are currently seeking a **Unit Assistant-Adoption** to join our team on a full-time temporary basis.

The **Unit Assistant-Adoption** will perform their duties with a high degree of personal and professional integrity, while building collaborative relationships and partnerships with all individuals based on mutual respect.

The **Unit Assistant-Adoption** is responsible for ensuring all duties are carried out in alignment with the mission and vision of the Society, with a commitment to social justice.

JOB DUTIES

KEY RESPONSIBILITIES

1. Manage all adoption provider inquiries and applications including provider registration in CPIN, requesting and tracking of inquiries and all internal/external record checks, preparing, sending and tracking all references, uploading all home-study documents, maintaining manual adoption waiting list.
2. Prepare placement package for all adoption placements and ensure placements are entered into CPIN.
3. Prepare and send Ministry registration package after adoption placement according to legislative time frames.
4. Prepare all finalization documents for Ministry and Courts including *Adjustment Report of the child in the Home* (ARCH) and court continuing record. Liaise with Ministry and Court as required. Arrange for OCL appointments as required. Prepare finalization package for adoptive parents once order is received, liaise with adoptive parents as required and create post adoption identity in CPIN.
5. Prepare all permanency funding agreements, targeted subsidy agreements and standard subsidy agreements for signature and maintain subsidy binders in the department.
6. Liaise with adoptive parents and birth parents re: ongoing letter/picture exchange post finalization. Open *Other Child Welfare* files (OCW) in CPIN.
7. Assist as required in preparation for Extended Society Care review for children on adoption probation.
8. This role requires ongoing record keeping for all unit activities for statistical review as required.

GENERAL

1. Performs a variety of administrative tasks supporting staff and supervisors in the assigned units including, but not limited to:
 - a. Prepares documents, Standard Operating Procedures, and maintains current file system
 - b. data entry in various Agency electronic tools
 - c. Provides general office administrative support, such as distributing incoming mail and faxes, printing reports, telephone coverage, case note preparation, responding to inquiries, directs incoming calls to appropriate staff as necessary, and preparing contracts/agreements as required.
 - d. Takes minutes of meetings, prepares and edits correspondence
 - e. Maintains adequate office supplies and Ministry forms for the Unit.
2. As directed: opens, closes and transfers unit case files, ensures the file records are complete.
3. Requests and maintains documentation from doctors, dentists, schools and other external parties as required for children
4. Assists in the preparation of files for affidavits, disclosures, transfers and audits.
5. Provide administrative support in the unit and other service units as required
6. Provides back-up reception support as required

Upon request, a detailed job description can be requested by contacting Human Resources at hr@hamiltonccas.on.ca

QUALIFICATIONS/SKILLS

1. College Diploma in Administration or post-secondary certificate/diploma in a business or administrative program or equivalent.
2. 3-5 years' working in an administrative capacity supporting a business unit
3. Knowledgeable of the Child, Youth and Family Services Act
4. Ability to accurately take minutes, phone messages and voicemails
5. Excellent organizational, coordination and time management skills to determine priorities, act in a timely manner and complete administrative duties within strict deadlines and manage several assignments simultaneously.
6. Effective verbal and written communication skills applying sound interpersonal and organizational skills. Produces written communication that is concise, professional and accurate. Proofreads for errors, grammar, and content.
7. Works co-operatively in consultation with other persons, professionals and team members. Maintains effective communication and working relationships with Agency staff, clients and stakeholders.
8. Ability to work independently, take responsibility for organizing, prioritizing and completing the work assigned within prescribed timelines
9. Demonstrates a commitment to, and work ethic in leadership and role models behaviours that demonstrates the Mission and Vision of the Catholic Children's Aid Society.
10. Experience working in a Child Welfare agency or not-for-profit agency providing administrative support to professionals who assist children or clients in need is an asset.
11. Bilingual French/English is an asset
12. Knowledge and commitment to anti-oppressive/anti-racist philosophy.

Additional Requirements for this Position:

- Demonstrates expert level proficiency in Microsoft Office Suite
- Knowledge of child welfare systems and programs.
- At the time of hire, documents required will include:
 - Vulnerable Sector Police clearance
 - Provincial Child Protection Record Check

The Catholic Children's Aid Society of Hamilton is committed to having a workforce that is reflective of the diversity of the city of Hamilton and strongly encourages applications from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Catholic Children's Aid Society of Hamilton is committed to ensuring a unbiased selection process that values equity, diversity and inclusion and reflects the Hamilton Catholic community that we serve.

In order to minimize interviewer bias we have incorporated the following into our selection process:

1. *We will have our interview panel score written assignments blind to eliminate bias*
2. *We will seek out recent examples on behavior-based questions during the interview process*

3. *We will review a candidate's lived experience during the interview and when assessing staffing needs*
4. *We provide accommodations in accordance with AODA and the Ontario Human Rights Code*
5. *We will hold your application in strict and professional confidence*

We are an equal opportunity employer and are committed to building on 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 the time when you are invited for an interview.