

Position:	Life Books Writer	Hours:	Monday –Friday 8:30 a.m.–4:30 p.m. Flexibility may be required
File No.:	FACSFLA-2018-16	Number of Positions:	1
Employment Type:	Summer Student		
Rate of Pay/Salary:	\$14.00 per/hr	Location:	817 Division Street, Kingston ON
Date Posted:	February 16, 2018	Closing Date:	March 9, 2018

Position Summary:

This position assists our Children's Services staff in the gathering necessary information and completion of Life Books for children in care, to capture a child's social history and deliver in a format that is clear, child friendly, and accurate. Strong writing skills and the ability to organize information is required.

Education and Other Qualifications Required:

- Currently completing a College Diploma or University graduate degree and returning to school in the fall
- Ability to work in a team environment and to integrate feedback and suggestions
- Excellent organization, planning and writing skills
- Excellent communication and problem solving skills
- Ability to effectively respond to crisis situations to ensure child safety
- Proficiency in Windows environment using Microsoft Office Suite
- Flexible hours of work may be required
- Criminal Reference Check and Vulnerable Sectors Check
- Knowledge of the Child and Family Services Act and Ministry standards and guidelines
- Possess a valid driver's licence
- Proficiency in English and French would be considered an asset

Fields of Study:

- BSW, MSW, CYW, SSW, and other children and family related programs

*Filling these positions is conditional on the Agency receiving subsidy and we may not proceed with interviews for all positions posted.

Subsidy Requirements:

- Be between 18 and 30 years of age at the start of employment
 - Have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year
 - Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act²; and,
 - Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
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How to Apply:

- To apply, please email your resume and cover letter quoting the competition number and title of position you wish to apply for, to: hr@facsfla.ca. For summer student positions, applicants must complete and submit 'Summer Student Employment Application Form' located on website under careers section.
- Please include the competition number and the title of the position in the subject line of the email.
- Please submit cover letter and resume as single attachment.
- When applying for multiple positions, please submit a separate application for each position following the above instructions.

Interested and qualified applicants are invited to apply in writing by March 9, 2018

We would like to thank all applicants; however, only those selected for an interview will be contacted.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during the interview process, please contact Human Resources.

NOTE: We are a scent-free workplace.