



(6) SUMMER STUDENT POSITIONS BILINGUAL & ENGLISH POSITIONS

**Full-Time Opportunities (35 hrs/week)
- From May to August 2012 (16 weeks) -**

The Children's Aid Society of Ottawa is committed to protecting the children and youth of our community from all forms of abuse and neglect. We work to keep them safe and secure, both within their families and the communities in which they live.

Our Child Protection and Child & Youth In Care departments are currently seeking for six (6) dynamic summer students for a sixteen-week period (from May through August) to provide routine supportive duties to designated supervisors/workers.

Functional and Operational Responsibilities:

- Assists the assigned worker with scheduling of meetings and visits and case documentation, maintaining appropriate documentation on client contacts, as directed.
- Assists and supports, as required, in investigations/family assessments and provides timely and supportive follow-up under the direction of the assigned worker.
- Assists the assigned worker with placement arrangements and in providing support and assistance to children, families and care providers during the pre-placement and placement process.
- Transports children, as required, providing support and reporting back to the assigned worker on significant information.
- May supervise visits between children in care and their families, as directed.
- Researches files, gathers other required information for the purpose of searching for kin and writing social histories for children in the care of the Society.
- Carries out any other administrative duties as required.

Qualifications & Requirements:

- Currently registered in a Bachelor of Social Work (BSW) or Master of Social Work (MSW) program.
- Experience working with children and families is highly desired.
- Sound knowledge of our mandate and the services that we provide.
- Demonstrated knowledge, skills and abilities to work effectively with diverse communities and Aboriginal Peoples.
- Proven ability in using computer software, i.e. MS Word, MS Excel, WordPerfect and Lotus Notes.
- Good judgment, good decision making skills, excellent organizational and planning skills and the ability to work independently as well as within a team setting.
- Ability to communicate, both verbally and in writing with client, staff and community professionals.
- Ability to work in a fast paced environment.
- Valid Driver's License is required.
- Access or ownership to a vehicle is an asset.
- Ownership of a cellular phone is preferred.
- Satisfactory Police Record Check for Service with the Vulnerable Sector is required upon hire.
- **Some positions may require proficiency in both official languages (French & English).

Hours of work: Monday to Friday, from 8:30 a.m. to 4:30 p.m. + some flexibility

We offer a competitive wage rate of **\$15.29 per hour**. This includes 5% in lieu of insurable benefits and 4% of vacation pay. Our modern workplace has excellent physical amenities including a fully equipped gym, free parking and a cafeteria. All successful candidates will benefit from an innovative training program, quality supervision and recognition of contributions.

If you are interested in the above positions, please complete an online application on our website at www.casott.on.ca **by 4:30 p.m., on Thursday, February 16, 2012.**

*We thank all applicants for their interest in The Children's Aid Society of Ottawa
but only those selected for an interview will be contacted.*