

york region

**CAREERS**

Serving York Region through The Economist &amp; Sun, The Tribune, The Era-Banner, &amp; The Liberal.

905-294-4331  
1-800-743-3353

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career  
training**Thornhill Job Finding Club**

(905) 707-7332

This program will help you find a job by:

- Locating potential employers
- Accessing the "hidden job market"
- Obtaining interviews and presenting yourself with confidence
- Preparing or updating professional looking resumes and covering letters

Job Find Club Members have access to:

- Computers and laser printers
- Fax service
- Daily newspapers, free postage
- Secretary/receptionist - trained facilitator

Open to all job ready clients in York Region

**84%** of our participants  
were employed within  
**12 weeks**

Limited Seating Available, Please Phone Now to Reserve!

Sponsored by

Human Resources  
Development CanadaDéveloppement des  
ressources humaines Canada**EXECUTIVE DIRECTOR**

York Region Abuse Program (YRAP), a leader in the preventative and treatment of child abuse, is seeking a highly motivated individual as Executive Director. The Executive Director reports to a committed Board of Directors and is responsible for administration, financial management, training and supervision of staff and group therapists, community coordination, advocacy, and the overall operation of the program.

The successful candidate will have: a minimum MSW or equivalent combination of education and experience; a minimum of five years experience in the field of child abuse with demonstrated supervisory experience, strong financial management and budgeting skills, experience working with a community based Board of Directors, knowledge of marketing and government liaison; and extensive practical knowledge of the legal and child welfare systems. Microsoft skills are essential.

Flexibility in working hours. Salary is competitive.

Please forward your resume by June 9, 1999:

York Region Abuse Program

Attn: Board of Directors

17705 Leslie St., Unit 12

Newmarket, ON L3Y 3E3

We thank all applicants and advise that only those selected for interviews will be acknowledged. YRAP is an equal opportunity employer.

To  
place  
your  
Ad  
in  
our  
Careers  
SectionCall  
294-4331  
1-800-743-3353

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careers



The Community Care Access Centre of York Region provides community care, placement, information and referral services for people of all ages through a visible, single point of access. We are a not-for-profit organization working in partnership with clients and their families, community, agencies, schools and hospitals, enabling children, adults and seniors to access health care and personal support services to help them live independently.

**DIRECTOR OF FINANCE**  
Permanent full-time

As part of the Management Team of the CCAC, the incumbent will be responsible for directing and coordinating a budget of \$45 million, financial operating statements, payroll and financial accounting procedures for our progressive organization.

Eligible applicants must have a university degree in a professional accounting systems, minimum of 5 years or related experience in a managerial role and excellent leadership and interpersonal skills. Advanced experience with PC based business systems is also required. Previous experience working in a unionized environment would be an asset.

**CASE MANAGERS**  
Part-time/Casual

We also have job opportunities for Case Managers working out of the Newmarket and Richmond Hill locations. You must have a university degree in a health related discipline, B.Sc.N., B.Sc.P.T., B.Sc.O.T., M.S.W. or M.Sc.L.P., and 2 years related community experience.

The CCAC of York Region offers a competitive salary and benefit package.

**COMMUNICATIONS COORDINATOR**  
Contract Position

We are seeking a dynamic individual to assume a Public Relations role, which includes the responsibility for production of a wide range of stakeholder information and promotion materials, special event planning, media relations - both proactive and reactive, and the development and implementation of an internal communications program. Education preparation in Public Relations is a requirement. 3 to 5 years Public Relations experience in a health care related setting would be an asset. This is a 12 month contract with a maximum of 70 hours per month.

For further information on other types of opportunities available and qualifications required, please call our Employment Opportunities Hotline at (905)895-1334 or (416)221-3565, ext. 790.

Qualified applicants should forward their resume to:

Human Resources  
CCAC of York Region  
1100 Gorham Street, Unit 1  
Newmarket, ON L3Y 7V1  
Fax: (905)895-7205  
www.ccacyorkregion.on.ca

We thank all applicants for their interest, however, only candidates under consideration will be contacted

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careers

Large manufacturing/distribution company in Markham looking for a **TEMPORARY SENIOR ACCOUNTANT** for a six-month period. Complex account reconciliation, fixed asset experience, budget preparation and month end exposure necessary as well as a strong working knowledge of Excel.

International computer software company requires a strong **INTERMEDIATE ACCOUNTANT** to handle the full A/P process, A/P reconciliations and bank reconciliations. A 2-4 month assignment will start immediately for the right candidate.

Immediate opening for a strong **CREDIT COLLECTIONS CLERK** accounts receivable management of 50 accounts. Cash application and collections calls. Excel knowledge is a must.

**accountemps**  
Financial Staffing

Call to inquire about our excellent benefits program.

RICHMOND HILL  
Tel: 905-709-8009  
Fax: 905-709-3664

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careers

**CUSTOMER SERVICE SUPERVISOR**

Full-time position available. Must have excellent communication skills and some computer knowledge. Fax resume to: Barbara (905) 477-8053.

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general  
help

**EARN \$200, \$300, \$500 OR MORE PER WEEK,** assembling products in the comfort of your own home. Send a self addressed stamped envelope to: O.P.M. 6-2400 Dundas St. West, Suite 541, Ref #694, Mississauga, Ont. L5K 2R8

Spectrum Catering requires **KITCHEN HELP SERVERS DISHWASHER**  
Call 905-475-3986 (Mornings)  
Fax 905-940-8392  
Drivers licence an asset.

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general  
help**F/T GRAPHIC ARTIST/D.T.P.**

- For expanding printing and graphics business in Markham
  - Experienced in Quark, Corel, Photoshop, Illustrator, etc.
- Fax resume to: 905-479-1650

**OVERHEARD DOOR CO.**

Requires Mechanic helpers, good drivers, licence required.

Call Brian (416) 391-4635

Oakview Terrace requires **PART TIME HELP BANQUET SERVERS BARTENDERS BUS PERSONS**

Fax resume to: 905-888-4777

**NOW HIRING**

at Markville Shopping Centre (Food Court), Mrs. Vanelli's Pizza  
**Full Time Counter Full Time Pizza Maker**

Fax resume to 905-513-8732

**QUALIFIED COOK**

Min 2 years experience. Apply in person or fax resume to **SGT. PEPPERS**  
5694 Hwy. #7  
Fax# (905) 471-0390  
No phone calls please.

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careers

**THE CORPORATION OF THE TOWN OF GEORGINA****PLANS EXAMINER/ BUILDING INSPECTOR**

The Town of Georgina, situated on the south shores of Lake Simcoe, in the Regional Municipality of York, is seeking an experienced, self-motivated individual to join our team of professionals in the Development Services Department.

Reporting to the Chief Building Official the Building Plans Examiner will review construction plans and specifications for Part 3 and Part 9 buildings and structures, and review site plans for compliance with the Ontario Building Code, Municipal By-laws and Provincial legislation; conduct building inspections under Part 3; consult with architects, professional engineers, contractors and the public during building plans examination; follow-up on the status of Building Permits; examine reports and other related documents; and prepare progress reports of plans under review, including reports and documents on code violations.

Completion of a post secondary diploma in architecture, structural engineering technology or related discipline, along with three years experience, preferably in a municipal environment, is required. The successful candidate will have a thorough working knowledge of The Ontario Building Code; the ability to understand, read and interpret blueprints and specifications of building plans; strong verbal/written communication and investigative/research skills; and a valid Class "G" Driver's license. Certification as a Certified Building Code Official is an asset.

The Town offers a comprehensive benefit package, a supportive work environment and a weekly wage rate of \$669.93 - \$744.37.

Qualified applicants are invited to submit a detailed resume, clearly marked "Confidential - File J.2.9932", by **Monday, May 31, 1999** to: Human Resources Manager, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1. Fax: (905)476-1957.

We thank all applicants; however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Act and is used to determine eligi-