

505 Careers 505 Careers 505 Careers

## Make a Difference



The **YORK CATHOLIC DISTRICT SCHOOL BOARD** is a dynamic, progressive, and expanding organization serving one of the fastest growing areas in North America, the Regional Municipality of York located in the Greater Toronto Area. We currently serve over 53,500 students in our nine area municipalities - Aurora, East Gwillimbury, Georgina, Markham, Newmarket, Richmond Hill, Vaughan, Whitchurch-Stouffville, and the Township of King.

### Human Resources Administrative Assistant

Acting as the 'right-hand' person to the Manager of Human Resources, Business and Services, you will assist with the management of issues related to this business unit and provide administrative support in the preparation of correspondence, memos, e-mails, agendas, and minutes. Additional responsibilities will include coordinating the logistics for meetings, booking appointments, assisting with the recruitment process in all aspects of the hiring process, new hire documentation, assisting with union related activities, supporting the management of internal processes and procedures, and HRIS utilization. Along with a minimum of four years' relevant experience in a business/human resources setting and highly developed communication, administrative, and computer skills, you have completed a secretarial/business administration certificate/diploma program and are currently enrolled in post-secondary studies in the field of human resources (equivalent work experience in a human resources setting will be considered). Strong organizational talents are essential as is the ability to compose routine correspondence independently, an elevated attention to detail, and expertise in managing changing priorities.

### Communications Officer

In this challenging role, your responsibilities will include the development and implementation of Board communications and public relations materials (including press releases and announcements), cultivating and generating positive media coverage, acting as liaison with local and provincial media, and ensuring effective working relationships with key stakeholders, news media, parents, teachers, and community groups. Able to organize and coordinate numerous and simultaneous projects, you will also produce invitations, programs, and photo files and provide overall administrative assistance. A degree or diploma in journalism, mass communications, public relations, marketing, English or a related field, at least three years' recent experience in media and communications, and advanced writing and interpersonal abilities enhanced by expertise in Windows XP, MS Word and Excel, Adobe Photoshop, and desktop publishing are required.

We encourage qualified applicants to apply by May 22, 2007 to:  
**YORK CATHOLIC DISTRICT SCHOOL BOARD**  
 Catholic Education Centre  
 320 Bloomington Road West  
 Aurora, ON L4G 3G8  
 Tel: (905) 713-2711 or (416) 221-5051  
 e-mail: hrcareers@ycdsb.ca



[www.ycdsb.ca](http://www.ycdsb.ca)

Elizabeth Crowe  
Chair of the Board

Susan F. LaRosa  
Director of Education

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**Looking for a rewarding career opportunity!**

**York Support Services Network (YSSN)** is a non-profit agency providing a comprehensive range of services to individuals with developmental disabilities and/or mental illness throughout York Region.

We are currently looking to fill the following positions within our Agency:

**DEVELOPMENTAL SERVICES SUPPORT WORKERS** - Two Permanent Positions, One Full Time & One .8 Full Time Equivalency and One Full Time Contract (8 months) Position.  
**Responsibilities include:** providing comprehensive case management and case coordination support that is community based for children, families, and adults.

**COMMUNITY CRISIS RESPONSE COORDINATOR** - One Full-Time Permanent Position.  
**Responsibilities include:** coordinating crisis response plans for individuals with developmental disabilities and/or mental illness. This position will be working with our Crisis Response Workers.

The above positions require a BSW or equivalent in education. Knowledge and practice of family systems approach, and advanced clinical, crisis, and assessment skills. Experience working with individuals with developmental disabilities and/or mental illness. Understanding the cultural diversity in York Region would be an asset.

**INCLUSIVE RECREATION FACILITATOR** - One Full Time Contract (June - August) Student Position.  
**Responsibilities include:** assisting staff working with adults and children with exceptional needs, promoting and facilitating inclusive recreational programs. This position requires a post secondary education in the Human Services field or equivalent and previous work experience as a recreational provider.

**PROGRAM ASSISTANT** - One .5 Full Time Equivalency Contract (10 months) Position, possible renewal.  
**Responsibilities include:** providing administrative and clerical support to the Development Services Program with the ability to manage project work. Knowledge of community resources available within York Region is desirable.

**HR ADMIN ASSISTANT** - One .5 Full Time Equivalency Permanent Position.  
**Responsibilities include:** providing administrative and clerical support within the Human Resources department. Familiarity with Human Resources Information System (HRIS) and flexible working hours are desirable.

The Assistant Positions require a Business College Graduate or equivalent education. Excellent interpersonal and communication skills are important. Ability to multi-task and effective organization skills are an asset.

All positions require a minimum two years related work experience and experience using Microsoft Word, Excel, Email, Power Point, ACCESS and Internet.

*Valid driver's license, insurance and the use of a reliable vehicle is required.*

**YSSN provides competitive benefits and a progressive work environment.**

Please submit resume indicating position of interest & source by Friday, May 18 to:  
 Human Resources Department, 102 Main Street, South, Unit #3, Newmarket, Ontario, L3Y 3Y7  
 Fax (905) 898-1171 Email: jobs@yssh.ca (WORD 2002/earlier)  
 We thank you for your interest.  
 Only those persons selected for an interview will be contacted.

514 Salon & Spa Help 514 Salon & Spa Help

**PART TIME/ FULL TIME HAIRSTYLISTS WANTED**

• Excellent wage and benefit package

• Busy locations

• No clientele required

• Advanced training provided

• \$8.50 per hour

• receive a 4GB iPod

Please call Jen  
 905-640-9555

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AFFORDABLE, PROFESSIONAL HAIRCARE GUARANTEED™

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**Healthcare RECEPTION Full Time**  
 Excellent compensation, training provided. Strong communication skills.  
 Fax resume: (905)471-1703

**FT Pharmacy Assistant**  
 required for Shoppers Drug Mart, Hwy 7/ Warden. Experience req'd.  
 Fax Resume to 905-479-4074

540 Hotel Restaurant

**EXPERIENCED DISHWASHER** needed for evenings. Apply at **Il Postino** Unionville or call (905)940-1555

510 General Help

**EXPERIENCED AZ DRIVER**  
 Required for east end paving company. **BACK HOE/ DOZER OPERATORS** Experienced in landscape construction. *Excellent salary and company benefits.* Contact Doug at Royalcrest Contracting (416)335-9336 (416)676-0292

A small manufacturer has immediate openings for **GENERAL LABOURER** \$9.50/hr Lifting 20-60 lbs Please apply at 41 Shelley Rd., Richmond Hill 905-787-9166

**LABOURERS** wanted for busy Landscape design & build company. Minimum 2 years experience on stone work. Please call Angelo at 647-219-1808

**LANTECH CONSTRUCTION** Requires skilled landscape •Carpenters •Stone Masons •Construction workers Must have own transportation. (905)833-2888

**CASTING KIDS AND ADULTS** of all ages and all ethnicities for TV Com/ Series/ Music Videos/ Print and Film. Free registration. Top Agency. Call Now... 416-221-3829 [www.karismatalentgroup.com](http://www.karismatalentgroup.com)

**Maple Star** specialized foster care

**Be a Treatment Foster Parent**  
 To care for children 6 to 16 years old. As a foster parent, you can expect to receive:

- up to \$1800 per child per month
- generous allowances for social activities & tutoring, paid relief
- extensive support, including social workers, youth workers & on-going training

Previous experience in working with challenging youth preferred, however, all inquires are welcome.

For more information:  
 Call: 905-475-1630, 866-427-7827  
 Email: christinemaplestar@bellnet.ca  
[www.maplestarservices.com](http://www.maplestarservices.com)

**509 Drivers 509 Drivers**

North America's Leading School Bus Company

**Steady, Part-Time School Bus Drivers Needed!**

*Great for early retirees, mothers and fathers looking for additional income.*

- B Licensed Signing Bonus
- No Experience Necessary
- Free, Friendly and Professional Training
- Competitive Wages
- Advancement Opportunities
- Safety Awards Programs
- Bring Your children and Save on Daycare Costs
- Both Small and Large Bus Routes Available
- AND MORE!

Please contact our recruitment team  
 905-294-5104  
 30 Heritage Rd. Markham L3P1M4

**509 Drivers 509 Drivers**

A division of Challenger-Motor Freight is growing again and currently requires experienced...

**AZ Drivers**

- multi-axle heavy haul
- 250 mile radius from Toronto

If you have a desire to be part of a team in a caring environment, we want to hear from you!

Please apply: 1-888-857-9940 Fax: 905-853-3121 e-mail: paulm@challenger.com

**CAM HILTZ TRUCKING**

509 Drivers 509 Drivers

**AZ DRIVER**  
 wanted for construction work. Dump truck & equipment floating. Experienced driver necessary. Equipment operating experience an asset.  
 Call: Dunlop Construction at (905)642-3513 or fax resume to (905)642-6886

515 Skilled & Technical Help 515 Skilled & Technical Help

Manufacturing company in Markham has immediate opening for an **INSTALLATION HELPER** Must know how to operate power tools/ mechanically inclined/ construction. Able to travel, work long hours and weekends. Background a plus!  
 Fax: Attn: Allen (905)470-6906

**irpinia** KITCHENS

Requires Experienced Cabinet Makers/Wood Finishers Spray Painter/5-pc Door Maker for hi-end kitchen manufacturer. Yonge/ Major Mac.  
 Excellent wages/ benefits: Email resume to: [jmarc@irpinia.com](mailto:jmarc@irpinia.com) or fax: 905-780-0554 Attn Joe.

**HVAC MECHANIC:**  
 Licensed Refrigeration Mechanic & 5th year Apprentices needed immediately for growing commercial/industrial Heating/ Air-Conditioning Co. Min. G2, G1 an asset. Subcontractors also considered.  
 Call: 416-298-1089 or forward resumes by fax to: 416-298-1025 email: [info@extremesystems.com](mailto:info@extremesystems.com)

515 Skilled & Technical Help 515 Skilled & Technical Help

Construction company requires 2 positions:  
 • **TAPER/ DRYWALLER** with minimum 5 years experience.  
 • **PROFESSIONAL** with expertise in various aspects of basement finishing.  
 Please call Rob at 647-885-1772

520 Computer Data Processing 520 Computer Data Processing

**APPLICATION DEVELOPER - Sutton, Ontario**  
 The Doctor Company Inc., located in Sutton, is the premier supplier of dental software solutions to a rapidly growing list of Canadian dental practices.

We are looking for an Application Developer with SQL Server, VB 6.0, and .Net experience. Excellent troubleshooting skills are required for this challenging position. Familiarity with other database platforms, Web Services Technology, and Digital Signature (Topaz) Technology an asset.

**Qualifications:**  
 Candidates must have experience with the following:  
 • Microsoft SQL Server 2000/2005, T-SQL  
 • VB 6.0, .Net, ADPNet, ASPNet  
 • SQL Server DTS

Apply to: [info@LiveDDM.com](mailto:info@LiveDDM.com)

Crosscap Media Services, a Markham company, offers Fortune 500 retailers a complete suite of marketing technologies. We are currently looking for a **WEB DEVELOPER** with strong J2EE skills to enhance and maintain our client's web site, one of Canada's largest retailers.  
 Email: [torontojobs@crosscap.ca](mailto:torontojobs@crosscap.ca)

525 Office Help 525 Office Help

**ACCOUNTS RECEIVABLE CLERK**  
 Richmond Hill, ON

**Qualifications:**  
 • Minimum 1 year accounts receivable experience  
 • Proficient in ACCPAC and Microsoft Excel  
 • Excellent communication/interpersonal skills

**Responsibilities:**  
 • Process customer invoices  
 • Maintenance of customer records

Please forward your resume to [david@nationwideappraisals.com](mailto:david@nationwideappraisals.com)