

NOTICES

Allsteel Coatings Ltd
81 Highway 19, Port Hastings, NS
Employment Opportunity
Position: Accounting Assistant

About the Job

We are looking for an outgoing, self-motivated, and detailed individual, who possesses a strong work ethic and has an eye for detail and accuracy. Great opportunity for professional growth, learn and grow with the company for the right individual.

As Accounting Assistant, you will work directly with the controller to assist with;

- Accounting tasks include Accounts Payables, Accounts Receivable, project cost analysis and financial reporting
- Execute purchase orders, invoicing, credit notes, etc.
- Coordinate and execute general miscellaneous requests in the daily running of a construction business
- Prepare and submit hourly payroll
- Administrative duties such as answering phones, filing, scanning, and responding to emails.
- Corporate credit cards reconciliation

Job Qualifications:

- Post-Secondary Accounting Education with minimum 2 years related experience, preferably in the construction industry
- Canadian payroll experience
- Strong computer skills, knowledge of accounting software
- Strong organizational skills with the ability to adapt quickly to change and work efficiently

Please send resume to scameron@allsteelco.ca

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Cape Breton Family Resource Coalition

The mandate of the Cape Breton Family Resource Coalition is "families working together to build healthier families". We are currently seeking highly motivated, self-directed applicants who are interested in becoming part of our Island-wide team.

Family Resource Worker (1) - Full Time - Inverness County

The successful candidate will work out of our office in Inverness. They are required to develop, organize and facilitate self-directed groups who work together to strengthen and enhance support for families, particularly concerning parenting issues and challenges. Programming responsibilities include the provision of child focused, adult focused and family focused programming. The successful candidate will possess a solid understanding of early childhood education and adult education principles. The candidate must also demonstrate solid analytical, problem-solving, program development and group facilitation skills. Experience with community development and knowledge of resources available in the community is integral to these positions. Excellent interpersonal skills, an ability to work in a noisy environment and a willingness to travel are essential. Time management and organizational skills are also required.

Family Place values the diversity of the people it hires and serves. We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Family Place are based on Employer needs, job requirements, and individual qualifications without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Family Place encourages applications of all ages. Family Place will not tolerate discrimination or harassment based on any of these characteristics. Family Place policy requires that the successful candidates must be fully vaccinated re: COVID-19.

Qualifications

1. Education and Experience

- University degree or diploma in Early Childhood Education, Social Sciences or related degree or an equivalent combination of education and experience
- Understanding of adult education principles
- Experience in community development work
- Minimum two years related experience
- Previous experience working with families with children that are part of the intended population of the organization
- A working knowledge of government and community-based programs and services that relate to the intended population's needs
- Current certification or willingness to become certified in safe food handling, WHMIS, Emergency First Aid and Infant/Child CPR

2. Skills and Abilities

- Excellent oral, written, and interpersonal communication skills
- Excellent problem-solving skills
- Capacity to work in both official languages
- Group facilitation skills using adult education principles
- Demonstrated teamwork and leadership skills
- Excellent organization, time and general management skills
- Ability to work effectively with participants, volunteers, staff, management, non-profit or publically funded groups, agencies and organizations
- Non-judgmental and accepting attitude
- Ability to work in a noisy, busy environment
- Ability to work in a setting where there can be many interruptions
- Demonstrated understanding and application of community development principles
- Demonstrated ability and expressed interest to work with families living in difficult life circumstances
- Basic computer literacy
- Accurate record keeping abilities
- Ability to work effectively independently
- Ability to follow instructions and make decisions within the parameter of the position

Additional Information

This position requires:

1. The ability to function both independently and collaboratively
2. The ability to accommodate a flexible work schedule including evenings and occasional weekends
3. The ability and willingness to travel, as assigned
4. Satisfactory Child Abuse Registry checks and Police Checks
5. Access to reliable transportation
6. Packing, lifting, setting up and closing up of community-based program related materials.

Salary: \$20.50

All applicants must clearly demonstrate in their cover letter or resume that they meet essential qualifications of education and experience in order to be considered for further assessment. Please forward cover letter, resume, and three references electronically, in Word format, to Janet at jmacvicar@familyplace.ca.

Please forward cover letter, resume, and three references to:

Cape Breton's Family Place Resource Centre
714 Alexandra Street
Sydney, NS B1S 2H4
Attention: Janet MacVicar

Applications will also be accepted electronically in Microsoft Word format at jmacvicar@familyplace.ca.

Application Deadline: January 26, 2023 - 4:30 p.m.

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APPLICATIONS

Cape Breton Family Resource Coalition

The mandate of the Cape Breton Family Resource Coalition is "families working together to build healthier families". We work to enhance the health and well-being of families with young children (newborn to sixteen years of age, along with expectant parents). We are currently seeking highly motivated, self-directed applicants who are interested in becoming part of our Island-wide team, working in an accepting, non-judgmental work environment.

Family Place values the diversity of the people it hires and serves. We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Family Place are based on Employer needs, job requirements, and individual qualifications without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Family Place encourages applications of all ages. Family Place will not tolerate discrimination or harassment based on any of these characteristics. Family Place policy requires that the successful candidate be fully vaccinated for COVID-19. Specifically for the Term Position posted, the position may be available for up to one year.

Community Home Visitor (1) - Full Time - Port Hawkesbury/Richmond County

Community Home Visitors perform duties to support the goals and objectives of the Enhanced Home Visiting Program in their respective areas, as assigned. The Healthy Beginnings Enhanced Home Visiting Program is offered to families that are identified through an assessment process led by Public Health Services. This assessment identifies families who may potentially benefit from enhanced home visiting during the first three years of their child's life. The program uses a family-centered, strengths-based approach. Community Home Visitors assist families with goal planning using this approach as well as providing emotional and practical supports, role modeling, parenting information, general health information, referrals to other agencies and organizations who may be able to provide supports, assistance with family goal setting and achievement of these goals. Duties and Responsibilities include work in the areas of community home visiting, group programming, program promotion and referral, professional development, administration, reporting, and evaluation.

Qualifications

1. Education and Experience

- High School diploma;
- Previous experience working with or connecting with families and/or young children;
- Additional training in early childhood development would be an asset;
- Some knowledge of government and community-based programs and services that relate to the intended population's needs; and
- A willingness to become certified in safe food handling, WHMIS, Emergency First Aid and Infant/Child CPR.

2. Skills and Abilities

- Good oral, written, and interpersonal communication skills;
- Capacity to work in both English and French;
- Solid problem-solving skills;
- Ability to do the work in both individual and group settings;
- Demonstrated ability to establish and maintain personal/professional boundaries while providing supportive services
- Knowledge of adult learning principles
- Excellent attendance record
- Excellent organization, time and general management skills;
- Ability to work effectively with participants and volunteers;
- Non-judgmental and accepting attitude;
- Expressed interest to work with families living in difficult life circumstances;
- Basic computer literacy;
- Accurate record keeping abilities;
- Ability to work effectively independently and as part of a team; and
- Ability to follow instructions and make decisions within the parameter of the position.
- Ability to work in both official languages

Additional Information

This position requires:

- The ability to function both independently and collaboratively;
- The ability to accommodate a flexible work schedule including evenings and occasional weekends;
- The ability and willingness to travel and confidence to do so in all four seasons;
- Satisfactory Child Abuse Registry checks and Police Checks; and
- Access to reliable transportation.

Salary: \$16.79 per hour

All applicants must clearly demonstrate in their cover letter or resume that they meet essential qualifications of education and experience in order to be considered for further assessment. Please forward cover letter, resume, and three references electronically, in Word format, to Janet at jmacvicar@familyplace.ca.

Application Deadline: January 26, 2023 at 4:30 p.m.

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