



Position: Discipline Case Worker

Position Term: May to August

Location: Ottawa, Ontario

The EODSA is currently accepting applications for the role of Discipline Case Worker. This is a 35 hour per week position for 16 weeks over the summer. The successful candidate will coordinate the administration of discipline cases. This position is funded through the Canada Summer Jobs Grant and applicants must be between the ages of 18 and 30.

The EODSA has an expressed intent to hire recent immigrant youth and recent refugee youth, youth with disabilities, visible minorities, or LGBTQ youth.

Duties:

- Receive and log each case
- Send the case to, and receive a decision from the District Discipline Chair on which organization will hear the case, and what charges to lay
- Send out the hearing notices along with background information
- Find objective panel members for each case
- Act as recording secretary at hearings (evening work required)
- Send out hearing decisions and rights of appeal
- Report to Executive Director monthly as to the case results
- Other administrative duties as assigned

Qualifications:

- Ability to work independently, as well as part of a team
- Excellent communication skills, both oral and written
- General knowledge of the game of soccer
- Excellent decision-making skills
- Interpersonal skills, tact and diplomacy
- Be comfortable with computers and databases and have knowledge of Microsoft Word, Microsoft Excel, the Internet and E-mail.

Remuneration:

- \$14.50/hour

Interested applicants should send their cover letter and resume to Vicki Lowe by email only at executivedirector@eodsa.ca.

Application Deadline: Friday, May 10, 2019 midnight

The EODSA is an equal opportunity employer. Should you require accommodations throughout the application process, please contact us.

We thank all applicants for their interest however only those selected for an interview will be contacted.