



JOB POSTING – Summer Student

Community Services

Program Assistant (some evenings may be required)

\$15.85 per hour – 30 hours per week – 8 weeks

KEY RESPONSIBILITIES:

1. Support staff in continual development and delivery of Community Services Programs which includes (GFC, Community Kitchen, Willow's Place and The 196 children's program)
2. Assist with preparation of the hospitality station, completion of client intake, accepting and sorting of food and donations in Warehouse.
3. Provide support to clients and volunteers.
4. Assist in the emergency food services delivery in food bank, including statistics gathering
5. Assist with planning and implementing client engagement activities
6. Work safely, identify any health and safety concerns and report to management, and follow Mission Services workplace health and safety policies and procedures at all times.
7. Assist with administrative duties including answering telephones, gathering and compiling statistics
8. Other duties/projects as required

QUALIFICATIONS:

1. A returning student in Social Work, Concurrent Disorders, or related program at a post-secondary institution
2. An understanding of trauma informed care, anti-racist/anti-oppression, mental health issues, poverty, homelessness addiction, person centered care, and holistic practice
3. Able to work in a multi-disciplinary team
4. Good communications skills (oral and written).
5. The ability to lift 20lbs
6. Comfortable taking an active role in conflict resolution (if required)
7. Ability to work independently and within a team setting.

This position is funded by the Canada Summer Jobs Program. As per the funding requirements, an eligible applicant is someone who:

1. is between 15 and 30 years of age (inclusive) at the start of employment;
2. was registered as a full-time student during the preceding academic year;
3. intends to return to school on a full-time basis during the next academic year;
4. is a student in a secondary, post-secondary, vocational or technical program;
5. is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act* and;
6. is legally entitled to work according to the relevant provincial / territorial legislation and regulations

Mission Services is an equal opportunity employer

In accordance with the Accessibility for Ontarians with Disabilities Act, Mission Services is committed to

accommodating individual needs of applicants with disabilities throughout the recruitment process. Please call Human Resources at 905-528-5100 Ext. 3115 or email at ecowan@mission-services.com, if you require an accommodation to ensure your equal participation during the recruitment and selection process.

Only those selected for an interview will be contacted, no phone calls please. Please submit a résumé with cover letter by May 25th, 2018 to:

Program Manager, Community Services

Mission Services of Hamilton, Inc.,

P.O. Box 368, Hamilton

ON L8L 7W2

Fax (905) 529-6156 or e-mail to pvaughn@mission-services.com