



JOB POSTING – Summer Student

Women’s Services - Inasmuch House

Women’s Support Worker (day and afternoon shifts, may require occasional nights)

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

KEY RESPONSIBILITIES:

Operating in a person-centered environment and following the Inasmuch policy and procedures, the Women’s Support Worker will:

1. Answer telephones and direct calls as required including handling the crisis line if necessary.
2. Assist with telephone intake assessment procedure.
3. Have working knowledge of and adherence to HPS, C/CAS and HWDSB Communication Protocols.
4. Assist with formal client engagement opportunities including focus groups and surveys.
5. Assist with informal client engagement opportunities including outings and recreational activities.
6. Monitor security system hardware and residents entering and leaving the shelter.
7. Maintain inventory of all client related personal items and replenish cupboards and residential rooms.
8. Provide service to clients attending front desk.
9. 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.
10. Other duties as required to ensure the continuation of service to residents. This includes offering support to the Good Food and Child and Youth Programs.

QUALIFICATIONS:

1. A returning student in Social Work or a related program in a post-secondary school.
2. Demonstrates a basic understanding of woman abuse, homelessness and poverty
3. Ability to work under pressure and in crisis situations.
4. Strong customer service and organizational skills.
5. Good communications skills (oral and written).
6. Ability to work independently and within a team setting.
7. Fluency in French is an asset.

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:

Director, Women's Services

Mission Services of Hamilton, Inc.,

P.O. Box 368, Hamilton

ON L8L 7W2

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