



JOB POSTING
Community Services
Community Services Assistant
Wage \$15.85 per hour
8 week contract position - 35 hours per week

POSITION SUMMARY: Program Assistant's main responsibility will be assisting in program planning, supervising youth activities and support other outreach programs as needed.

KEY RESPONSIBILITIES:

- Support program participants through engagement activities in the daily operations, structured activities and program outings
- Track daily, weekly and monthly statistical information that will help guide the future developments of the space
- Support members of the team with other duties as required to ensure the continuation of service to participants in the space
- Maintain updated information on community resources, providing this information to participants and making referrals to services based on client-identified needs
- Monitor and maintain stock of necessary supplies
- Assist with maintaining the overall safety of the community services programs including ensuring basic expectations of behaviour are met, health and safety issues are addressed and the space is barrier-free
- Has knowledge and understanding of the challenges and barriers faced by individuals experiencing poverty, mental health problems, addictions, sex work, youth peer pressures, etc.
- Provide client-centred care using compassion and dignity at all times
- Adhere to a strict policy of confidentiality
- Work safely, identify any health and safety concerns and report to management
- Follow Mission Services workplace health and safety policies and procedures at all times
- Ability to adapt and contribute to new innovative opportunities as they arise in the department
- Committed to uphold the organization's mission, values and standards

QUALIFICATIONS:

- Education in Human Services
- Experience and education in Concurrent Disorders is an asset
- Experience working with marginalized individuals in a community setting
- Work from an anti-racist, anti-oppressive framework
- Experience in crisis intervention and conflict resolution with distressed individuals
- Capable of adapting to a flexible and sometimes chaotic work environment
- Effective communication skills verbally and written, strong organizational and time management skills
- Must be comfortable working independently or as part of a team
- Must be a confident decision-maker

HOURS OF WORK:

- 35 hours per week
- Ability to work a flexible schedule including evenings

REQUIREMENTS:

- Police Vulnerable Sector Check

This position has been made possible through the funding provided by Canada Summer Jobs Program.

Eligible applicants must meet the following criteria:

- Is between 15-30 years of age at the start of employment
- Is a Canadian Citizen, permanent resident or person whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
*International students are not eligible.
- Is legally entitled to work according to relevant provincial legislation and regulations

To apply for this position, please send your cover letter and resume quoting the job title by May 23, 2019 to:

Director of Human Resources

Mission Services of Hamilton

P.O. Box 368, Hamilton, ON L8L 7W2 or email to HR@mission-services.com

Mission Services is an equal opportunity employer – If you require an accommodation during the recruitment and selection process, please let us know. We will work with you to meet your needs.

We thank all applicants, however, only those candidates selected for an interview will be contacted.