



Job Title: **HRC Program Assistant - Housing Resource Centre**

Number of students requested: 1

Anticipated Start Date: July 10 – Aug. 17, 2017; 30 hours/week

Salary: \$11.40 per hour

Tasks & Responsibilities:

1. Interview applicant households to determine eligibility for the Ontario Electricity Support Program (OESP) and assess their need for additional housing stabilization programs
2. Working in collaboration with staff, enhance content of new Website to provide more effective information.
3. Communicate directly clients who are rent subsidy recipients to obtain up to date information and assess their ongoing stability and need.
4. Working cooperatively with CCRC employees and volunteers provide administrative assistance for ongoing initiatives and undertake additional tasks related to the work of the Housing Resource and CCRC.

Desired level of education: Some post-secondary education (College or University program)
Students in social services programs will be best suited to this position, as they will gain an intimate understanding of a social service agency, which will help them develop important skills for a career in this sector. Prior interest and some familiarity with the sector would be helpful.

Eligibility:

This position is being advertised under the Canada Summer Jobs (CSJ) initiative. To be eligible for this position, you must be between 15 and 30 years of age on the start date of the job. You also must have been a full-time student during the previous academic year and be intending to return to full-time studies in the next academic year. You also must be a Canadian citizen, a permanent resident or a refugee under the Immigration and Refugee Protection Act. You must also be legally entitled to work according to relevant provincial legislation and regulations.

CCRC is an equal opportunity employer.

Apply to: Rosemary O'Donnell, HRC Manager by email: rodonnell@ccrc-ptbo.com