



Intake Worker: Housing Resource Centre

CCRC's Housing Resource Centre is seeking an **Intake Worker**. Working collaboratively with internal and external stakeholders, the successful candidate will provide program intake and screening services to a highly diverse population of clients in a busy environment. People from across the City and County request services either in person or by phone to find appropriate housing or housing stability services.

The successful candidate will have superior verbal communications skills, familiarity with the local housing and homelessness service system, a thorough knowledge of person-centered services and a demonstrated commitment to equity and justice.

Post-secondary education as well as experience working in housing or a related social service program is required. This is a full time-permanent position beginning as soon as possible, reporting to the HRC Manager. The starting salary is \$21.61 per hour; \$39,330 per year.

Please apply in writing to Annie Hedden, Program Manager, Housing Resource Centre, Credit Counselling Service, Community Service Orders, at ahedden@ccrc-ptbo.com. Applications are due by May 23, 2019.

Further information, including the job description, can be found at www.cccrc-ptbo.com under 'About'

Committed to developing an inclusive workplace in the community we serve, CCRC encourages people of all cultures, genders, sexual orientations, religions, abilities, ages, political affiliations, races and ethnicities to apply for this position.

We thank all applicants for your interest; only those selected for interviews will be notified.

A United Way Member Agency