

Job Description

AGENCY PROGRAM: Housing Resource Centre (HRC)
JOB TITLE: Community Service Worker
JOB CLASSIFICATION: Canada Summer Jobs
REPORTS TO: Manager, Housing Resource Centre

POSITION SUMMARY: The Community Service Worker provides administrative support and client service to support the operations of Housing Resource Centre.

QUALIFICATIONS:

- Applicants must be eligible for the Canada Summer Jobs Program
- Post secondary experience preferred
- Volunteer or work experience in a housing or social services organization preferred
- Ability to work cooperatively within a team environment
- Understanding of issues affecting people living in poverty
- Ability to work respectfully with a highly diverse clientele
- Commitment to poverty reduction and/or social justice issues
- CPIC with vulnerable sector screening

MAJOR DUTIES:

- Assist with the day to day operations of the Housing Resource Centre
- Engage with clients to create a positive service experience
- Assist with administrative tasks within HRC
- Provide reception coverage as required
- Other duties as assigned

Revised by: Annie Hedden
Manager, HRC

Date: April 2024

Approved by: Kirsten Armbrust
Executive Director

Date: April 2024