

Student for Client Support Team (September-April)

Catholic Family Services of Peel-Dufferin (CFSPD) is a non-profit, charitable organization reflecting the values consistent with Catholic social teachings. CFSPD is a dynamic, growing family service agency with offices in Mississauga, Brampton, Orangeville and Bolton. CFSPD is committed to providing a positive work environment for its employees and excellent services to its clients.

Position Summary

Under the direction of the Coordinator, the Client Support Team (CST) Student provides intake assessment, client support and referral services to clients who access and utilize agency counselling and group services. The incumbent establishes and maintains relationships with agency service partners and referral sources. One evening per week will be a work requirement and you may be required to work from various locations.

Responsibilities

- Responds and processes all inquiries regarding agency services
- Provides referrals to community resources
- Provides information about the Partner Assault Response (PAR) Program
- Provides ongoing supportive counselling to partners of clients enrolled in the PAR program
- Identifies relevant agency services to meet client's identified needs
- Update and complete all client data and case notes as required
- Ensures ongoing service eligibility criteria have been met for any requested services
- Conducts and completes intake/pre-screen session with clients requesting services from CFSPD
- Liaises with internal and external collateral service providers with regard to client involvement as required by client service contract or by client request
- Refers clients for other appropriate assessment and/or treatment services
- Adhere to all agency policies and procedures
- Attend staff meetings and program meetings as required
- Other duties as assigned

Qualifications

- Must be enrolled in a post-secondary program in social services, or related field, with an opportunity for a placement
- Committed to working from an anti-oppressive, socially inclusive, pro-feminist framework
- Experience working with diverse populations and mandated clients an asset
- Experience and knowledge of social service sector within the Region of Peel an asset
- Strong interpersonal skills, including written and communication skills, and an ability to build relationships within a diverse community

- Motivated to learn and gain valuable experience
- Ability to work independently and in a team environment
- Strong computer skills including Microsoft Office (Word, Excel, Outlook etc.) and database programs
- Fluency in additional languages an asset
- A valid Vulnerable Sector Records Check
- Willing to work within a Catholic values framework

How to Apply

If you are interested in the above opportunity, please send your resume, cover letter and the completed Student Application Form to humanresources@cfspd.com.

CFSPD is an equal opportunity employer and is dedicated to hiring staff that reflect the diversity in our community. We will make reasonable accommodations to enable applicants with disabilities to participate in the interview process upon request. We invite candidates from diverse communities to apply.

We thank all applicants for their interest in Catholic Family Services of Peel-Dufferin but we will only contact those selected for consideration.