

Student for HEAL Network (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 Program Coordinator, the HEAL Student provides support for groups, assists with facilitation and organizational tasks, conducts outreach presentations in schools and community settings, supports with our intake phone line, and other duties as assigned.

Responsibilities

Program Support

- Observe and facilitate presentations for youth in school settings on topics such as healthy relationships, respect, boundaries and others
- Create and modify presentation curriculum based on youth needs
- Make reminder calls to clients for appointments and group sessions
- Make referrals to internal and external services as necessary
- Liaise with partner agencies as necessary to support client and program needs
- Complete all required documentation
- Attend agency meetings and assist with ongoing program development
- Assist in administrative and organizational tasks for the HEAL network
- Adhere to all agency policies and procedures

Group Support:

- Assist with facilitation of adolescent groups for youth aged 9-18, and/or family groups for mothers and children who have experienced violence.
- Prepare curriculum binders, handouts and supplies needed for upcoming groups
- Assist in organizational and administrative tasks for groups, such as attendance, group notes and client evaluations

Intake Line Support:

- Receive all new client calls and referrals and complete phone screenings
- Book intakes for clients, make reminder calls for appointments
- Enroll clients for groups
- Redirect to appropriate community programs when necessary
- Maintain records and appropriate documentation

Qualifications

- Must be enrolled in a post-secondary program with an opportunity for a placement
- Experience and knowledge of social service sector within the Region of Peel an asset
- Strong written and verbal communication skills
- Motivated to learn and gain valuable experience
- Excellent organization skills with the ability to take initiative
- Ability to work independently and in a team environment
- Strong computer skills including Microsoft Office (Word, Excel, Outlook etc.)
- Fluency in additional languages an asset
- Valid driver's license and access to a vehicle during work hours 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.