

Student for Safe Centre of Peel (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.

CFSPD is the lead agency to the Safe Centre of Peel (SCoP). SCoP is a partnership of fifteen social service organizations working collaboratively and integrating services to respond to victims and survivors of violence and abuse at a single location.



Position Summary

Under the direction of the Program Supervisor of SCoP, the SCoP student will provide client follow up, support and referral services. The Student will also be working closely with our Client Navigator and Client Support Facilitator.

Responsibilities

- Responds and processes inquiries regarding agency services
- Conducts telephone pre-screens with clients requesting services
- Provides telephone support and follow up to clients as needed
- Supports clients in accessing internal and external resources
- Assists in office admin/reception, childminding and outreach activities
- Liaises with internal and external collateral service providers with regard to client involvement as required by client service contract or by client request
- Actively facilitates the collection of client outcome data
- Maintains high quality and timely documentation
- Supports and facilitates outreach initiative and participates in other projects as assigned
- Adhere to all agency policies and procedures
- Attend staff meetings and program meetings as required
- Other duties as assigned
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Qualifications

- Must be enrolled in a post-secondary program in social services, or related field, with an opportunity for a placement
- Knowledge of domestic violence, violence against women, and child witnesses to violence
- Committed to working from an anti-oppressive, socially inclusive, pro-feminist framework
- Experience working with diverse populations 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
- 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.) and database programs
- 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.