

JOB POSTING

**#2849897 - Assistant Client Navigator - Safe Centre of Peel - HRSDC
Summer Placement Position – 35 hours/week
Brampton Office (Duration - 8 weeks)
\$15.81 per hour**

The Government of Canada funded this job through the Canada Summer Jobs program.

**You must be aged between 15 and 30 and be legally entitled to work in Canada.
International students are not eligible.**

Catholic Family Services of Peel-Dufferin (CFSPD) is a dynamic, growing family service agency with offices in Mississauga, Brampton, Orangeville and Bolton. CFSPD offers a positive work environment for its employees and excellent service to its clients. CFSPD is dedicated to hiring staff that reflect the diversity of our community.

CFSPD is the lead agency for the Safe Centre of Peel. The Safe Centre of Peel is a fifteen member hub model where victims of violence and abuse can go to access many services and supports (i.e. victim services, legal, housing applications, counselling, settlement etc.) at a single location.

Job Summary:

Under the direction of the Program Supervisor, the Assistant Client Navigator provides client follow up, support and referral services.

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 collection of evaluation data and participates in other projects as assigned
- Other duties as assigned

MAIN OFFICE:

William G. Davis Centre for Families
60 West Drive, Suite 201
Brampton, Ontario L6T 3T6
T 905 450 1608 F 905 450 8902
www.cfspd.com

BRANCH OFFICE:

The Emerald Business Centre
10 Kingsbridge Garden Circle, Suite 400
Mississauga, Ontario L5R 3K6
T 905 450 1608 F 905 450 8902

Minimum Requirements:

- In the process of completing Post-Secondary Degree or College Diploma in social services or related field
- Knowledge of domestic violence, violence against women and child witnesses to violence
- Commitment to working from an anti-oppressive, socially inclusive, pro-feminist framework
- Experience working with diverse populations an asset
- Strong interpersonal skills and an ability to build relationships within a diverse community
- Knowledge of services available in the Region of Peel
- Willing to work within a Catholic values framework
- Strong computer skills including Microsoft Word, Outlook and database programs
- Fluency in a second language representative of our community, i.e. South Asian, Arabic, etc., is a requirement
- Driver's license and access to a vehicle is an asset
- A valid Vulnerable Sector Records Check

**Please submit a cover letter (outlining position title) and resume by
May 10, 2019 to:**

Human Resources

**Safe Centre of Peel - Catholic Family Services of Peel-Dufferin
60 West Drive, 110, Brampton, On L6T 3T6**

Email: humanresources@cfspd.com or Fax: 905-450-8902

*ONLY APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED
NO PHONE CALLS PLEASE*