

JOB POSTING

**#2849899 - Client Support Team Worker - HRSDC
Summer Placement Position – 35 hours/week
Brampton/Mississauga Offices (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.

Job Summary:

Under the direction of the Program Coordinator, the CST Worker provides intake assessment, client support and referral services to clients who access and utilize agency counselling and group services. Establishes and maintains relationships with agency service partners and referral sources. Two evenings 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
- 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
- Assists with Walk-In coordination
- 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

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
- Commitment to working from an anti-oppressive, socially inclusive, pro-feminist framework
- Experience working with diverse populations and mandated clients 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
- A valid Vulnerable Sector Records Check

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

Human Resources

Catholic Family Services of Peel-Dufferin

60 West Drive, Suite 201, 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*