

JOB POSTING

#2849902 - Outreach Worker – HRSDC
Summer Placement Position – 35 hours/week
Primarily in our 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 Brampton and Mississauga and satellite locations in Bolton and Orangeville. CFSPD is committed to providing a positive work environment for its employees and excellent services to its clients. CFSPD is dedicated to hiring staff that reflect the diversity of our community. Evening and weekend availability will be required as well as the ability to travel within the community and work from various locations as needed.

Job Summary:

Under the direction of the Program Manager, the Outreach Worker works in tandem with the Community Development Worker to build the profile of CFSPD in the community, with a focus on programs such as Good Food Brampton. The Outreach worker represents the agency at booths/community events and facilitates community workshops.

Responsibilities:

Outreach & Community Interaction

- Assists Community Development Worker in collaborating with community partners and agencies regarding projects and initiatives on behalf of CFSPD
- Responds to community and service provider requests for information about CFSPD
- Assists in the preparation of outreach materials to be circulated to community
- Conducts outreach, marketing on behalf of the community development program
- Develops, recommends and implements outreach activities, documents information and completes reports
- Networks with other resources to exchange information, attend outreach events, speak publicly, consult and offer in-service training

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

- Participates on community committees and development activities associated with the provision of services, offers direction and collaborates on service development and systems advocacy

Administration

- Maintains appropriate client records
- Completes the daily transaction log
- Prepares a variety of reports
- Complies with Catholic Family Services of Peel-Dufferin policies and procedures
- Performs other tasks as assigned by the Manager

Qualifications:

- Strong interpersonal skills and an ability to build relationships within a diverse community
- Demonstrated passion and investment in the process of community/partnership development
- Awareness of issues facing families who experience violence and trauma
- Strong feminist values and ability to work from an anti-oppression framework
- Experience and knowledge of social service sector within the Region of Peel preferred
- Strong computer skills (MS Office Applications)
- Fluency in a second language representative of our community, i.e. South Asian, Arabic, etc., is a requirement
- Willing to work within a Catholic values framework
- 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*