

Community Hub Greeter

Permanent Full-time – 35 Hours/week

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 serving all areas of Peel and Dufferin. CFSPD is committed to providing a positive work environment for its employees and excellent services to its clients.

Position Summary

CFSPD is currently seeking a Community Hub Greeter who will provide exceptional customer service to visitors of the William G. Davis Centre for Families (“the Hub”). The incumbent’s role is to welcome, inform, and direct visitors and clients on the Hub’s services and activities. This position will be based in Brampton, Ontario. **The incumbent will be required to work on-site.**

Responsibilities

- Maintain a professional, helpful, and friendly attitude.
- Welcome on-site visitors, determines nature of their business, and assist visitors to find appropriate agencies
- Provide general information about on-site agencies, and the Hub to visitors in-person and over the telephone
- Respond to requests for accessibility assistance
- Report any risks or concerns to supervisor
- Attend required Hub activities and meetings
- Perform other duties as assigned

Qualifications

- Post-secondary diploma/degree in a related social service discipline or equivalent experience
- Must possess 1-2 years in customer/client services
- Ability to represent the hub to staff, clients, and the community by ensuring the best image is presented.
- Strong communication skills, ability to deal tactfully with employees, visitors, and clients.
- Excellent verbal and written communication skills.
- Enthusiastic, warm and friendly personality, with a demonstrated client-service orientation.
- Independent and self-directed with the capability to operate with minimal direct supervision.
- Excellent verbal and written communication skills
- A satisfactory Vulnerable Sector Criminal Records check.

Why Apply?

We offer a comprehensive benefits package (pension plan, extended health, dental & insurance benefits) and generous leave provisions.

How to Apply

If you are interested in the above opportunity, please send your resume and cover letter 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 recruitment process upon request to humanresources@cfspd.com. 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.