

## Canada Summer Job Opportunity

**Position:** Shelter Worker Assistant

\*Please note position is dependent on approval of funding from Services Canada.

**Number of Hours:** Hours will vary

Approximate start date of May 6 for 16 weeks

### Qualifications / Skills

To qualify for this position, you must have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year.

\*This position requires a current Police Vulnerable Sector Check and CPR/First Aid training as conditions of employment.

The Shelter Worker Assistant will provide overall support to the daily functions of the shelter in supporting women and children fleeing abuse. Duties will include assisting with the following: screening crisis phone calls and text messages, providing support to the counsellors, assisting with coordinating child care and group facilitation, support the Food Services worker in facilitating a weekly cooking class, providing clients with an orientation to the shelter, sorting donations, light housekeeping and overall administrative tasks such as data entry and file management.

As the ideal candidate you are pursuing a Post-Secondary Degree in Social Service Worker, Primary Support Worker, Mental Health and Addictions Worker, Woman Advocate Worker, Social Work. The student will assist with providing support to victims of domestic violence, and work with many clients with mental health and addictions concerns. The student will also learn database and administration requirements to support this work. You have the ability to embody a non-violent role model using Gillian's Place philosophy. You are a problem solver with the ability to handle a crisis, work in a team, carry out independent decision making, and handle several tasks simultaneously. You have strong organizational and written and verbal communication and presentation skills as well as computer proficiency in Windows Office Suite and the Internet.

All interested applicants should apply by email to [humanresources@gilliansplace.com](mailto:humanresources@gilliansplace.com)

Gillian's Place

Attention: Linda Bowden

PO Box 1387, St. Catharines ON L2R 7J8

We would like to thank any applicant who provides a submission. **Please be advised we only contact applicants who are selected for an interview – no telephone calls please.** Gillian's Place is an equal opportunity employer.