

JOB POSTING

POSITION:	Employment and Mentoring Program Support Worker
PROGRAM:	Employment
REPORTS TO:	Manager, Employment Services
WORK HOURS:	270 hours, 9 weeks/30 hours per week from June 26, 2017
RATE OF PAY:	\$11.40/hour

DUTIES AND RESPONSIBILITIES:

- Provides assistance and support to program staff and clients as well as volunteer mentors
- Responds to telephone inquiries and greet walk-in clients
- Provides information and orientation to clients on Dixie Bloor services and programs
- Researches Internet for information relevant to clients
- Assists Employment Counsellors in delivery of workshops and sessions
- Contacts clients about upcoming events
- Delivers Internet and basic computer training sessions and assist clients with use of computers
- Maintains organized workshop rooms
- Maintains statistics for monthly reporting

QUALIFICATIONS:

- Must be eligible to work in Canada ie. Canadian Citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Not in receipt of Employment Insurance benefits
- Enrolled as a full time student who will be returning to school full-time after the work term to a secondary, post-secondary, vocational, technical or university program
- Excellent written and verbal English skills
- Excellent interpersonal and communication skills
- Excellent leadership skills and commitment to teamwork
- Experience working with a diverse community
- Excellent organizational skills, ability to set priorities and meet deadlines
- Second language is an asset

**Interested applicants should submit a resume and cover letter quoting reference number 017-009 by
June 2, 2017 to:**

Human Resources Officer

Dixie Bloor Neighbourhood Centre
3650 Dixie Rd. Suite 103, Mississauga, ON L4Y 3V9
Fax: (905) 629-0791
Email: recruiting@dixiebloor.ca

***We thank all applicants but only those selected for an interview will be contacted.
Dixie Bloor Neighbourhood Centre is an equal opportunity employer***