



Parkdale Community Information Centre

1303 Queen Street West
 Toronto, ON
 M6K 1L6
 Tel: 416 393 7689
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 E-mail: info@pcic.ca

JOB DESCRIPTION SUMMER STUDENT SUPPORT WORKER – CLIENT LIAISON Canada Summer Jobs Program

The Parkdale Community Information Centre (PCIC) is a non-profit charitable community services organization committed to meeting the diverse and changing needs of the Parkdale community through the delivery of accessible, effective programs and services. PCIC helps people living in Parkdale to access community and government resources and services; supports them to live independently; and encourages them to participate more fully in community life.

JOB FUNCTION:

The primary focus of this position is to work closely and provide support to the Client Liaison Program.

ACCOUNTABILITY:

Reports to the Executive Director.

JOB RESPONSIBILITIES:

- Assess drop-in clients' needs and provide appropriate information & resources and make referral, if necessary.
- Assist clients in filling out various government forms and applications, and communicate with different Government Departments, or access appropriate community social service resources.
- Contact or write social service agencies or government offices on client's behalf, relating to social service issues/concerns.
- Provide assistance in areas such as housing, employment, and other social service matters, etc., and update community resources for the Agency.
- Maintain documentation of individual files and regular client statistics.

- Participate in community meetings, staff meetings and Agency’s community events.
- Work with staff to coordinate the Annual Rummage Sale, and learn how to approach community donors for donation, such as putting in donation letters, and thank-you letters to donors.

QUALIFICATIONS:

- Candidate is between 15 and 30 years of age (inclusive) at the start of employment;
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- Is legally entitled to work according to the relevant provincial/territorial legislation and regulations

This position is available with 35 hours a week at \$14/per hour, for a duration of 13-week employment in summer, 2019. This position is accountable to the Executive Director.

Applications will be reviewed as they arrive and potential applicants will be invited to interview immediately, so please submit an application as soon as possible.

Please submit a resume and cover letter by May 12, 2019.

Attention: Hiring Committee
Parkdale Community Information Centre
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