

We're Hiring!



SUPPORT WORKER, SOCIAL SERVICES (Canada Summer Job)

Job Status: *Temporary, Full-time*

Hours of Work: *30 hours per week*

Program: *Guildford Family Resource Program*

Positions: *1 position*

Constituency: *Fleetwood / Port Kells*

Options Community Services is a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

This position provides Outreach Services to people who are homeless or at risk of being homeless. In addition, it is responsible for building relationships with the diverse range of community groups and connect people to that network in order to ease access to supports and services.

****The latest job end date for Canada Summer Job, 2023 is September 2, 2023.**

ACCOUNTABILITIES

- Assist with program planning, revising and developing educational materials and special projects.
- Assist in planning and implementing special summer events, drop-in activities at the park and regular programming at the Family Resource program.
- Assist with administrative duties such as answering phones, photocopying, filing, data entry, general office organization and compiling statistics.
- Assist with the planning, preparation and implementation of early literacy activities.
- Performs other duties, as and when needed.

QUALIFICATIONS

Education, Training, and Experience:

- Degree/ Diploma or Certificate in early childhood education or related field.
- Previous experience working with children is considered an asset.
- Valid driver's license and access to a reliable vehicle.

Skills and Abilities:

- Demonstrated flexibility and the willingness to adapt to changing situations.
- Energetic and passionate about working with children.
- Commitment to a problem-solving approach.
- Good organization and time-management skills.
- Demonstrated interpersonal and effective communication skills
- Ability to work individually and as a part of the team.

We are an equal opportunity employer committed to hiring a diverse workforce

Posted: 23-Jan-30

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ELIGIBILITY REQUIREMENTS

This position is supported by the Canada Summer Jobs (2023) program. This position is contingent on Federal Government Grant funding.

- Candidates must be aged 15-30 years at the beginning of employment.
- Must be either a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred (international students are ineligible) and be legally entitled to work in Canada.
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

SPECIAL REQUIREMENTS

- Satisfactory Criminal Reference Check / Vulnerable Sector search as per the agency policy.
- Personnel must sign a Confidentiality Agreement and Code of Ethics.

PLEASE APPLY TO: Shelby Gordon, Program Manager
Options Community Services Society
Email: Shelby.gordon@options.bc.ca

Please include a cover letter clearly indicating the posting title and outlining your qualifications and related experience for the position]