

EMPLOYMENT OPPORTUNITY
The Salvation Army
Ontario Central –East Division

POSITION: Part Time Family Services Worker
FACILITY: Whitby Community and Family Services



Giving Hope Today

RESPONSIBILITIES:

- Interviewing of clients and evaluation of client needs
- Update and maintain efficient records of all clients on a daily basis
- Answer phone and book appointments for clients, relay messages in a timely manner, ensure food bags are prepared for clients
- Keep all areas of Food Bank neat and tidy, update information boards and restock pamphlets, Bible area etc.
- Complete Summer Camp and Christmas Applications
- Other duties as required

QUALIFICATIONS:

- Must have a Secondary School graduation certificate or equivalent
- Minimum one year prior related experience
- Must have good organizational and listening skills
- Must have training in the skill of leadership
- Non-Violent Crisis Intervention training
- Must have a good working knowledge of computer programs used in the operations of Community and Family Services (Windows and CMS)
- Fluency in more than one language and a counselling technique certificate would be an asset
- Problem solving skills are essential e.g. other agencies referral
- Good communication skills are essential
- Ability to work with others
- Self-starter with the ability to take direction
- Current certification in First Aid/CPR

SALARY / GRADE: 7

HOURS: 21 hours per week

Interested applicants are asked to contact Major R. Bond Jennings by March 25, 2014

Email: bond_jennings@can.salvationarmy.org

**The Salvation Army Whitby Community Church
PO Box 565, Whitby, Ontario L1N 5V3**

**Or Drop off resume at:
710 McQuay Blvd, Whitby Ontario**

INTERNAL APPLICANTS: Your management supervisor must be aware of your intentions prior to submitting your application for this position

**We thank all applicants, however, only those candidates to be interviewed will be contacted
PLEASE NO PHONE CALLS**

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.