



Maison Baldwin House is currently seeking to fill a position for the following:

Staff Support Worker – Summer Student

Job Duties:

To assist the Residential Counsellor with the women and their children who have been subjected to family violence adjust to daily living in the shelter environment. The student will assist the Counsellor on Duty and the Staff Coordinator with various daily tasks and duties such as building client rapport, women's advocacy, referrals, answering telephones, processing donations, provide assistance with general administrative duties and other shelter related duties as assigned.

Job Requirements:

- Excellent interpersonal skills
- Ability to read, write and converse in both English and French is an asset
- Ability to work well with all levels of internal management and staff, as well as clients
- Knowledge of other community services/agencies
- Organizational and time management skills
- Current Vulnerable Sector Criminal Reference Check
- Post-secondary education in the Social Services Worker related field considered an asset
- Must be returning to Full-time studies in the fall semester

Pay Rate / hours :

\$15.00 per hour – 35 hours per week – 8 week summer contract

Employer Information:

Maison Baldwin House

40 Fourth Street West, Cornwall, ON K6J 2R6

Please submit your resume to:

mbh@baldwinhouse.ca