

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

Staff Support Worker – Summer Student contract

### **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 with various daily tasks and duties such as building client rapport, women's advocacy, referrals, answering telephones, processing donations, general cleaning duties, assisting with children's activities and programs, provide assistance with general administrative duties and other shelter related duties as assigned.

### **Job Requirements:**

- Excellent interpersonal skills and ability to work as a team player.
- Ability to acknowledge and respect diversity in all persons.
- 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.
- Work within the mission and values of the agency and adhere to its policies and procedures.
- Current Vulnerable Sector Criminal Reference Check.
- Must provide proof of full COVID-19 vaccination.
- Post-secondary education in the Social Services Worker related field considered an asset.

### **Eligibility Requirements:**

- Be between 15–30 years of age, at the start of the contract.
- Must be returning to Full-time studies in the fall semester.
- Be a Canadian citizen, permanent resident, or someone to whom Refugee Status has been granted/conferred.
- Have a valid SIN.

### **Job Details:**

Pay rate:       \$17.20 per hour

Schedule:       Monday – Friday (35 hours per week – Day shift)

Contract length:       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](mailto:mbh@baldwinhouse.ca)

Application deadline: May 15, 2025

We thank all applications for your interest in Maison Baldwin House but only those selected for further consideration will be contacted for an interview.