

Intake/Outreach Assistant Intern (NOHFC)

Employer:	John Howard Society of Sault Ste. Marie and District		
Posted:	13 months ago	Closing Date:	March 21, 2023
ES Job ID:	14022	Location:	Sault Ste. Marie
Sector(s):	Social Services	Duration:	Full Time , Temporary

Job Description:

Intake/Outreach Assistant Intern (NOHFC)
(One-year Internship Contract)
35 hours/wk weekdays, evenings, weekends, Wages: \$19/hr

The John Howard Society has been providing services in the community for over 50 years. We are a multi service agency that partners with other agencies to improve our community members' quality of life. The successful candidate will offer supports to clients within the agency and in the community, including intake, case management, and referrals.

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here:
<https://nohfc.ca/en/pages/programs/people-talent-program/workforce-developmentstream>

Required Skills:

- Qualified applicants must have graduated from an accredited college/university in social sciences and have no experience since graduation in their field of study; plus have:
- Demonstrated understanding of the needs of disadvantaged youth and adults
- Demonstrated excellent communication/interpersonal/facilitation skills
- Proficiency with the use of computer software
- Use of personal vehicle and valid driver's license in good standing
- Demonstrated ability to work independently and in a team environment
- Bilingualism would be an asset
- Proof of vaccination for COVID-19; minimum 2 doses

How to Apply:

Qualified applicants must submit a cover letter, resume and 3 references by March 21st, 2023 at 4:30pm to:
Jackie Martin, Executive Director
John Howard Society of Sault Ste. Marie
27 King St., Sault Ste. Marie, ON P6A 6K3
E-mail: jmartin@jhsossm.ca

Only those applicants that are selected for an interview will be contacted.

John Howard Society is an inclusive employer who is committed to an application, interview and work environment that is barrier free. Accommodation is available in accordance with the Ontario Human Rights Code/AODA. Applicants need to advise our office in advance of any accommodation requests for the application or interview process.