



Canada Summer Job: Assistant Counsellor

Position:	Assistant Counsellor – see eligibility criteria below
Program:	Canada Summer Jobs - Students
Contract:	Temporary; 8 weeks; 30 hours per week
Location:	202-128A Sterling Rd.
Salary:	\$12.40 per hour
Application Deadline:	May 16, 2017, 5.00pm
File Number:	CSJ #14-17 – with cover letter and resume-please quote file number
E-Mail:	hrdep@familyservicetoronto.org
Mail:	HR, Family Service Toronto, #202 – 128A Sterling Rd, Toronto, ON M6R 2B7
Web:	familyservicetoronto.org

May 2, 2017

Family Service Toronto (FST) helps people face a wide variety of life challenges. For over 100 years, we have worked with individuals and families destabilized by precarious mental health and/or socioeconomic circumstances, to achieve greater resilience and stability in more just and supportive communities. We achieve this through our direct service work of intervention and prevention which includes counselling, peer support and education; knowledge building; and system-level work including social action, advocacy, community building and working with partners to strengthen the sector.

FST is committed to providing the best possible and timely counselling services and to monitor the quality of its services and evaluate the impact of its work with clients and the community as well as supporting research that benefits clients and the community. The successful candidate will work as a an assistant counsellor in the Walk-In program and support the data management and evaluation activities in the Changing Lives/Family Violence Counselling program at FST, and will report to the Manager of the Counselling Service and the Director of Knowledge Building at FST. Supervision will include mentoring and career development support.

ELIGIBILITY

To be eligible to apply for this Canada Summer Jobs position, applicants must:

- be between 15 and 30 years of age at the start of the employment
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year
- be Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act

- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

KEY RESPONSIBILITIES

- Assist Service Access Unit by responding to community inquiries about services provided by Family Service Toronto
- Assist with in-take process for clients accessing the Walk-in mental health counselling program
- Research community resources and help clients bridge to identified resources
- Provide clients with information on financial supports and advocate where possible
- Advocate for clients and assist clients to help them qualify for financial supports
- Implement standard poverty screening tool with clients
- Shadow staff counsellors in Walk-In Program
- Assist in the collection of evaluation data
- Support data-base management, analysis and reporting of evaluation data for program improvement purposes
- Assist with special projects as required

QUALIFICATIONS

- Psychology, Social Work, health related or other relevant graduate or undergraduate program in progress
- Excellent data collection and data management skills
- Well-developed verbal and written communication skills, in particular report writing with end users in mind
- Demonstrated commitment to principles of equity, inclusion and cultural competency
- Some knowledge of program evaluation
- Strong computer skills including Word, Excel, Power Point, Infographics and SPSS
- Accurate keyboarding and proof-reading skills
- Excellent interpersonal, organization, time management, and prioritizing skills
- Must be a self-starter, able to work independently as well as part of a team
- Exercise initiative and good judgment with ability to multi-task
- Excellent attention to detail
- Satisfactory criminal reference check with Vulnerable Sector Search

In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and FST's Equity and Inclusion policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

We thank all applicants and will contact the individuals selected for an interview. No phone calls please.