

SUMMER CONTRACT POSITION POSTINGS

We are currently accepting applications for the following summer positions:

01-2018 Children's/Teen Summer Day Camp Workers – These programs provide recreation and summer camp opportunities within Lincoln, Grimsby and West Lincoln, for children and teens who have developmental disabilities.

02-2018 Children's Home Support Worker – Will assist children in a residential group home with a developmental disability as they pursue leisure interests, development or interpersonal skills, daily life tasks and community inclusion.

03-2018 Adult Group Home Support Workers – Will provide community based recreational activities for adults who have a developmental disability. They will plan activities for and assist participants in these community based activities.

04-2018 Quality Assurance Support – This student will work alongside the Quality Assurance Coordinator in an office setting and assist with data input, training, ministry compliance, accreditation, and documentation.

05-2018 Adult Day Program Support Workers – Will assist adults with a developmental disability as they pursue leisure interests, vocational interests, daily life tasks and community inclusion. This includes positions in Day Program, Supported Independent Living and Employment Supports.

06-2018 Homeshare Support Worker – Will provide recreational activities for adults who have a developmental disability. They will plan community based activities for participants.

07-2018 Finance Assistant Support – Will work in an office setting and help with such tasks and responsibilities as filing, data entry, calculations, accounts receivables, accounts payable, government remittances, vendor payments, policy writing, etc.

08-2018 Marketing Student – Will work in an office setting and will be writing, editing and distributing marketing materials, including internal communications, promotional email, etc. As well as, writing and posting relevant high quality content to social media and tracking results.

09-2018 Event Planning Student – Will work in an office setting and the student will assist in the organization, execution and promotion of events and attend, as needed. Will also support website content managements and provide administrative support to the marketing and business development team.

10-2018 Administrative Assistant Support – Will work in an office setting and perform administrative duties to include but not limited to typing, filing, photocopying, records management, faxing and mailing. They will also be responsible for greeting the public and assisting them with their inquiries.

11-2018 Human Resources Assistant Support – Will work in an office setting and assisting with typing of documents, filing, data entry, setting up interviews, conducting preliminary interviews and reference checking.

QUALIFICATIONS:

To qualify for the above noted positions applicants **MUST** be:

- Between the ages of 15 and 30
- Registered as a full-time student for the previous academic year (2017/2018) and intending to return to school in the fall of 2018
- A Canadian citizen, permanent resident or a person on whom refugee status has been conferred
- Not working at another full-time job
- Once you are identified as a candidate you must register and be screened at Human Resources Centre of Canada for Students. You must pass the screening to be hired.

ADDITIONAL QUALIFICATIONS:

- Current First Aid & CPR
- Current Vulnerable Sector Police Clearance
- Experience supporting youth and/or adults with developmental disabilities
- Most positions require a valid G license and Driver's Abstract

Preference will be given to students that are enrolled in the following fields of study: DSW, PSW, SSW, EA-SNS, ECE, Child and Youth Studies, Office Administration, Event Planning, Communication, Marketing, Accounting, Business or not-for-profit management, and other like fields of study.

Salary: \$14.00 /hour

IDENTIFY IN THE COVER LETTER WHICH POSITION OR POSITIONS YOU WOULD LIKE TO BE CONSIDERED FOR (i.e. Mention job number(s) or job title(s)).

All positions are contingent on receiving government funding. Applications for these positions will be accepted until May 31, 2018. We thank all applicants for their interest; however only those selected for an interview will be contacted.

In accordance with AODA (Accessibility for Ontarians with Disabilities Act, 2005), Community Living Grimsby, Lincoln & West Lincoln will provide accommodations throughout the hiring process to applicants with disabilities. If you require a disability-related accommodation, please inform the Human Resources Department at 905-563-4115 Ext. 210.