



## The following position is funded by the Government of Canada

**Job Position:** Intake worker

**No of Position:** 1

**Job Location:** 425 Dundas Street, Whitby, ON L5C 1V8

**Wage rate per hour:** \$14/hr. – 37.5 hr/week for 8 weeks

**Minimum Qualifications:** Must be a returning full time student of a College or University

**Application Closing:** Jun 18<sup>th</sup>, 2018

**Job Descriptions:**

- Confidential intake of clients.
- Answer and login incoming phone calls in Logbook.
- Handle all emergency and CPR.
- Check all emergency exits.
- Facilitate the client's use of the computer lab.
- Help staff on duty to serving supper, milk and drinks to clients.
- Provide bedding to clients.
- Monitor and give medications to clients.
- Listen to clients problems and solve them efficiently.
- Arrange weekly garbage disposal.
- Turn alarm on at midnight.
- Update documentations in logbook.

**Skills**

Good communication skills.

**Conditions:**

- Be between 15 and 30 years of age at the start of employment.
- Have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year.
- Be a Canadian citizen, permanent resident, or person 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.

Note: We would like to thank all applicants for their interest in opportunities with us. Only those candidates under consideration will be contacted - no phone calls please

At this time, we do not require assistance from recruitment agencies. Any candidates submitted via staffing and employment agencies will not be considered.

**Please email your resume to**

Email: [hr@muslimwelfarecentre.onmicrosoft.com](mailto:hr@muslimwelfarecentre.onmicrosoft.com) Web: [www.muslimwelfarecentre.com](http://www.muslimwelfarecentre.com)