



**Social Services Support Staff
(Temporary May to September)
Community Services/Social Services
File #19-T-56**

Job Details

This position will provide support to the Social Services Division including customer service, administrative and clerical duties to assist staff and visitors. May be required to complete specific case management and direct service functions as directed.

Qualifications

We require individuals who are currently enrolled in a university or college program in Social Sciences or Social Service Worker (or have just graduated). Candidates must have excellent interpersonal and customer service skills; work well independently and can function effectively in a team environment. The ability to be flexible and to multi-task along with a positive attitude, a commitment to quality work and excellent attention to detail are all musts. The successful candidate will have the ability to function in a computerized environment including word processing and spreadsheet application software. Knowledge of the Social Assistance legislation and technology used would be considered an asset.

Salary

\$15.50 per hour

Application Information

Qualified applicants are invited to submit a résumé and cover letter, quoting file number, no later than 12:00 p.m. on **April 11, 2019**, to:

City of Peterborough, Human Resources Division, City Hall, 500 George Street North, Peterborough, Ontario K9H 3R9. Fax: (705) 742-7021 hr@peterborough.ca

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The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application, but advise that only those selected for an interview will be contacted.

www.peterborough.ca/jobs