

**RAINY RIVER DISTRICT VICTIM
SERVICES PROGRAM**

Announces an employment opportunity for a

Homelessness Intake/Assessment Coordinator

(Fulltime/Contract Position)

Reporting to the Program Manager and/or the Client Services / Volunteer Coordinator, the Homelessness Intake/Assessment Coordinator is responsible for assisting with the daily service delivery of the Rainy River District Victim Services Program (RRDVSP). This is a full-time, contract position, 5 days per week, until March 31, **2023** with the possibility of renewal.

Qualifications:

- High level of proficiency with respect to Microsoft Word, Microsoft Office, Excel and Power Point and Social Media
- Excellent communication, written, organizational and interpersonal skills
- Ability to problem solve, empathetic and a clear understanding of confidentiality
- A background in Social Work/Social Services is an asset
- Must be flexible with respect to time. This successful candidate will be expected to complete the Volunteer Training Program and assist in providing after hours on call coverage.
- Must possess a valid Ontario Driver's licence and access to a vehicle
- The successful candidate will be required to provide an enhanced criminal records check

To Apply: Applications can only be forwarded in person, by mail, by email or by fax, addressed to:
RRDVSP

334 Scott Street

Fort Frances, Ontario, P9A 1G

Email: vc@rrdvsp.ca, Fax: 274-5690

Applications must include: A cover letter and resume that includes 3 professional references along with written authorization to contact references.

Deadline: Open

A complete job description is available by calling RRDVSP at 274-5687 or emailing at vc@rrdvsp.ca.