

Job Posting

Job Title: Social Worker Assistant – Student Mentoring Coordinator

Location: Abbotsford office

Terms of Employment: 10 hours per week including days, evenings and some weekends

Salary: \$14 per Hour (Depending on Experience)
Travel Expense

Candidates Must:

- 1) Possess a 2 year social services diploma working towards a BSW
- 2) Possess a valid driver's license and availability of a vehicle
- 3) Submit a satisfactory police clearance and driver's abstract
- 4) Have strong interviewing and assessment skills with both adults and children
- 5) Demonstrate exceptional counselling, conflict resolution, facilitation and interpersonal skills
- 6) Have strong time management, organizational and volunteer management skills
- 7) Be confident working independently in a small office
- 8) Have proficient computer skills – MS Office, database, e-mail, social media
- 9) Be able to work flexible hours including evenings and weekends

Responsibilities Include:

- 1) Recruit, screen, interview, train & match volunteer applicants
- 2) Support program participants and volunteers and monitor matches according to program requirements
- 3) Maintain case notes in accordance with the National Standards
- 4) Maintain computerized agency files including CRM database
- 5) Participate in committees as required; raise profile and build relationships between the agency and the community
- 6) Liaise with schools, other youth service agencies, other community groups, or the public in general as required