



THE COMPASS

Help for Today ♥ Hope for Tomorrow

Client Services Assistant - 2025 Canada Summer Jobs

Candidate:

- Youth, between age of 18 and 30
- Possibly enrolled in a college or university, ideally focussed on social work or community services

Position:

- Work for 16 weeks, between May 12 and August 29, 2025, 35 hours per week.
- Must be willing to work some evenings and occasional weekend events.
- Orientation will be 4-7 pm, on May 5th 2025.
- Remuneration will be \$19.20 per hour.

Duties:

- Meet with clients for regular “check-ins”, confirming addresses and family composition. Listen for areas where additional assistance may be needed, and provide access to other community services and agencies as required.
- Spend time in the Community Room throughout the week to get to know clients, and offer assistance as required.
- Seek out opportunities for shared learning experiences for Client Services staff and volunteers.
- Research available summer day camps in the community, and work with other Client Services staff and volunteers to coordinate placement of client children in these summer day camps. Ensure that costs for summer day camp registrations stay within the approved budget (clients receive this benefit at no cost).
- Together with Food Bank Operations Assistant, organize and implement the back to school program to support our client’s school-aged children.
- Assist Program volunteers in program leadership, including Men’s Group, Women’s Group and summer weekly barbecue dinners.
- Assist in managing the shower schedule for clients experiencing homelessness.
- For orientation to our food bank operations and to be able to assist when necessary, learn and perform various tasks related to food bank operations, including: receiving food supplies, inventory management, stocking shelves, processing on-line orders, assisting clients with in-person shopping.

Qualifications:

- Must be accepting and empathetic at all times, working with vulnerable clients. Should enjoy personal interaction with clients, volunteers and staff.
- Should have basic computer skills and good telephone skills.
- Knowledge of mental health challenges and counseling skills would be an asset.
- Ability to carry and lift inventory, weighing up to 50 lbs.
- Standard First Aid and safe food handlers certification would be beneficial.
- Police check is required before starting.

Supervisor:

- Tracey Harms, Client Services Manager