



INTAKE WORKER – FAMILY SERVICES

The Organization

Welcome Hall Mission is a non-denominational, Christian humanitarian organization that has been serving Montreal's needy since 1892. This organization is in full expansion, with a dynamic team.

The Position

The tasks of the intake worker include: welcoming, orienting, informing and referring clients in person or by telephone, of the activities, programs and services we offer. They also give referral information about other organizations. There would be some filing, photocopies and other office duties. They create new client files electronically and keep reserve them up to date.

The Candidate

The ideal candidate is an active Christian, independent, dynamic, a people person and honest. You take initiative and possess an excellent attitude in order to work with in a team and have excellent interpersonal skills. You like helping others and are comfortable working with clients who are immigrants. You are bilingual and knowledge of other languages is an asset. You have a diploma in social services or other related fields and can work in Word.

Salary

This is a full-time position, 37.5 hours/week. Please include your salary expectations in your application.

Application

Interested candidates may submit a letter of application (via e-mail, mail or fax), along with their resume to the attention of Ms. Jocelyne Fredette at the address shown below.

Welcome Hall Mission

606 de Courcelle, Montréal, QC H4C 3L5

Tél.: 514- 523-5288 ext. 336 • Fax: 514- 523-6456

Email : jfredette@missionba.com • Web site : www.welcomehallmission.com

No phone calls please. Only selected candidates will be contacted for an interview.