



JOB POSTING

Job Position: Summer Students
Compensation: \$14.00/hour

Indus Community Services is an accredited, not-for-profit community benefit organization that has served local communities for over 33 years. We are a registered charity, supported by our donors and by all three levels of government. Through our professional staff, we are a leader in the provision of culturally appropriate services to newcomers, families, women & seniors.

Vision: Leaders in building strong and supportive communities.

Mission: Supporting our growing communities to manage change through quality client-centered social & health services and responsive public education.

Position Summary:

All summer student employment opportunities are contract positions, ranging from 6 – 16 weeks during the summer months (May to August) and are contingent on funding approval from the Canada Summer Jobs program. Start dates for positions will vary (between May to July 2018) and all positions will end on September 1, 2018. Interviews will only be conducted after funding approval has been received. *Due to the anticipated high volume of resumes we may receive, we will not be able to give status updates on individual applications.*

| Job Position | Location |
|--------------------------|--|
| Administrative Assistant | 3038 Hurontario St., Mississauga |
| Program Assistant | |
| Childminding Assistant | |
| Program Assistant | 415 Matheson Blvd E., Mississauga |
| Program Assistant | 245 Queen St., Brampton |
| Childminding Assistant | 21 Regan Rd., Brampton |
| Administrative Assistant | |
| Program Assistant | 180-B Sandalwood Parkway E., Brampton |

Qualifications and Skills:

- Applicants must be between the ages of 18 to 30 years (inclusive), currently enrolled in a post-secondary educational institution, on a full-time basis for the 2017/2018 academic year, returning to full time studies in the fall of 2018 (*proof will be required*).
- Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Self-motivated, detail-oriented, proficient at meeting deadlines and comfortable working on multiple projects simultaneously.
- Must have good computer skills (MS Office).
- Must demonstrate flexibility and adaptability.
- Able to work as a team with site staff, and sensitive to cultural, linguistic and religious diversity.
- Must commit to full contract duration – dates and times.
- *Please visit our website for qualifications & skills required for specific positions*

How to Apply:

- For this recruitment, we are accepting applications via email only.
- Resumes must be emailed to hr@induscs.ca by 4.30pm, March 31st, 2018.
- Subject line of email must clearly state the position being applied for.
- Detailed information on the Summer Student Program and Job descriptions for each position are listed on our website – www.induscs.ca. Please review the information outlined on our website prior to applying.

This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization. Indus Community Services is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. **No phone calls please.**

Posting Date: February 1, 2018

Indus Community Services founded as India Rainbow Community Services of Peel

JOB DESCRIPTION

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|---|--|
| Position Title: Administrative Assistant | Locations: 3038 Hurontario St., Mississauga |
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Position Overview: The incumbent will provide a range of high quality customer service to all visitors and clients and assist with administrative/clerical activities.

- Responsibilities and Duties:** *(but not limited to)*
- **Administrative:**
 - Provide general customer service over the phone and in person
 - Handle routine queries (phone or in person), and route communications to appropriate staff at the agency or to other agencies according to their needs and requirements
 - Assist staff with clerical duties such as filing, data entry, photocopying, faxing, incoming and outgoing mail, etc
 - Perform clerical duties including typing memos, minutes, letters, reports etc.
 - Assist with ad hoc projects when requested by other departments
 - **Fundraising:**
 - Research and develop initiatives in support of new and existing fundraising opportunities
 - Assist with planning fundraising events, provide administrative and project related assistance in support of fundraising events and activities
 - Prepare presentations, communications and resources needed for promotion of fundraising ideas
 - Research companies for marketing/sponsorship possibilities
 - Develop fundraising communications and marketing materials
 - Assist and support the Community Outreach Coordinator and the Fundraising Coordinator with multiple tasks
 - Complete all tasks and responsibilities within assigned timelines
 - Become familiar with agency programs, services, practices and staff
 - Adhere to the mission, guiding principles and values of the organization
 - Maintain confidentiality of clients, staff and peers
 - Represent Indus in a professional manner at all times
 - Arrive on time and be committed to the agency and the agreed upon contract dates and times
 - Assist with all other duties as assigned

- Qualifications and Skills:**
- Applicants must be between the ages of 18 to 30 years (inclusive), currently enrolled in a post-secondary educational institution, on a full-time basis for the 2017/2018 academic year, returning to full time studies in the fall of 2018 *(proof will be required)*
 - Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
 - Is legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
 - Preference will be given to students in administration, marketing, fundraising or communications related programs
 - Convey a friendly and professional attitude with visitors in person or by telephone
 - Self-motivated, detail-oriented, proficient at meeting deadlines and comfortable working on multiple projects simultaneously
 - Strong communication, excellent administrative, interpersonal, organizational, networking, marketing, and public relations skills while maintaining confidentiality
 - Must have advanced good computer skills (MS Office)
 - Must demonstrate flexibility and adaptability
 - Able to work as a team with site staff, and sensitive to cultural, linguistic and religious diversity
 - Must commit to full contract duration – dates and time

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| Approved By: Gurpreet S. Malhotra, CEO | Date Approved: January 27, 2017 |
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| Employee | | |
| Name: | Signature: | Date: / / |

Note: This job description is intended as a guide to reflect the principal functions of the job. However, it is not an all-inclusive listing of the required job functions. Further, the job description is subject to change at the discretion of management.

JOB DESCRIPTION

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| Position Title: Program Assistant | Locations: 3038 Hurontario St., Mississauga <input type="checkbox"/> 415 Matheson Blvd. East, Mississauga <input type="checkbox"/> 245 Queen Street East, Brampton <input type="checkbox"/> |
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Position Overview: Under the general guidance of the Program Lead, the incumbent is responsible for assisting in the planning, coordination, implementation and recording functions of the Health Services program.

- Responsibilities and Duties:** *(but not limited to)*
- Maintain a safe and secure environment for the clients and provide assistance with:
 - Implementation of a variety of social and recreational activities
 - Planning and organization of Adult Day and Caregiver Support programs
 - Organizing special events for clients such as picnics, imaginary trips, exchange visits etc.
 - Conducting various satisfaction surveys and compiling survey reports
 - Sourcing community resources for caregivers
 - Provide administrative/reception duties as required
 - Complete all tasks and responsibilities within assigned timelines
 - Become familiar with agency programs, services, practices and staff
 - Adhere to the mission, guiding principles and values of the organization
 - Maintain confidentiality of clients, staff and peers
 - Represent Indus in a professional manner at all times
 - Arrive on time and be committed to the agency and the agreed upon contract dates and times
 - Assist with all other duties as assigned

- Qualifications and Skills:**
- Applicants must be between the ages of 18 to 30 years (inclusive), currently enrolled in a post-secondary educational institution, on a full-time basis for the 2017/2018 academic year, returning to full time studies in the fall of 2018 *(proof will be required)*
 - Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
 - Is legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
 - Preference will be given to students in nursing, health sciences and gerontology related programs
 - Demonstrate sensitivity to the needs of the elderly and persons with disabilities and their caregivers
 - Excellent administrative, communication, interpersonal, organizational, time management and public relations skills with the ability to maintain confidentiality and to multi-task is required
 - Convey a friendly and professional attitude with visitors in person or by telephone
 - Self-motivated, detail-oriented, proficient at meeting deadlines and comfortable working on multiple projects simultaneously
 - Must have good computer skills (MS Office)
 - Must demonstrate flexibility and adaptability
 - Able to work as a team with site staff, and sensitive to cultural, linguistic and religious diversity
 - Proficiency in one or more South Asian languages is an asset
 - Must commit to full contract duration – dates and times

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| Approved By: Gurpreet S. Malhotra, CEO | Date Approved: January 10, 2018 |
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|-----------------|-------------------|---------------------|
| Employee | | |
| Name: | Signature: | Date: / / |

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JOB DESCRIPTION

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|---|---|
| Position Title: Childminding Assistant | Locations: 21 Regan Road, Brampton <input type="checkbox"/> 3038 Hurontario St., Mississauga <input type="checkbox"/> |
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Position Overview: Under the general guidance of the Care for Newcomer (CNC) staff, the incumbent will assist staff in planning and delivering the school-aged childminding program.

- Responsibilities and Duties:** *(but not limited to)*
- Assist CNC Staff with:
 - Providing a safe and positive environment for children on a daily basis, maintaining a client-centered approach
 - Organize, plan and execute age-appropriate activities for school-aged children
 - Ensuring the childminding room is set-up appropriately and preparations for the day's session is complete prior to the children's arrival
 - Providing snacks to children at break time
 - Conducting safety checks of the childminding room, including monitoring, inspecting and maintenance of toys and equipment
 - Behave appropriately with the children, individually and in groups
 - Respond sensitively to the cultural heritage, values and individual experiences of children
 - Report all accidents or unusual incidents to childminding staff
 - Complete all tasks and responsibilities within assigned timelines
 - Become familiar with agency programs, services, practices and staff
 - Adhere to the mission, guiding principles and values of the organization
 - Maintain confidentiality of clients, staff and peers
 - Represent Indus in a professional manner at all times
 - Arrive on time and be committed to the agency and the agreed upon contract dates and times
 - Assist with all other duties as assigned

- Qualifications and Skills:**
- Applicants must be between the ages of 18 to 30 years (inclusive), currently enrolled in a post-secondary educational institution, on a full-time basis for the 2017/2018 academic year, returning to full time studies in the fall of 2018 *(proof will be required)*
 - Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
 - Is legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
 - Preference will be given to students in Early Childhood Education, Bachelor of Education or related programs
 - Experience working with children in similar settings, e.g. schools, camps, after school programs etc.
 - Enthusiastic and enjoy working with children
 - Creative and able to help plan and implement age appropriate activities
 - Successful applicants will be required to submit the following documents prior to the commencement of any employment duties:
 - TB test and up-to-date immunization records including tetanus vaccination
 - Criminal Records Search & Vulnerable Screening - completed within the last 90 days
 - Must demonstrate flexibility and adaptability
 - Able to work as a team with CNC staff, and sensitive to cultural, linguistic and religious diversity
 - Must commit to full contract duration – dates and time

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JOB DESCRIPTION

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|---|---|
| Position Title: Administrative Assistant | Locations: 21 Regan Road, Brampton |
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Position Overview: Under the general guidance of the Manager, the incumbent will provide a range of high quality customer service to all visitors and clients and assist with administrative/clerical activities.

- Responsibilities and Duties:** *(but not limited to)*
- Provide general customer service over the phone and in person
 - Refer clients to appropriate staff at the agency or to other agencies according to their needs and requirements
 - Assist the Project Assistant and Settlement/Employment Counsellors with clerical duties
 - Organize and update the LINC resource library
 - Assist Language Instructors with organizing and updating classroom resources
 - Complete all tasks and responsibilities within assigned timelines
 - Become familiar with agency programs, services, practices and staff
 - Adhere to the mission, guiding principles and values of the organization
 - Maintain confidentiality of clients, staff and peers
 - Represent Indus in a professional manner at all times
 - Arrive on time and be committed to the agency and the agreed upon contract dates and times
 - Assist with all other duties as assigned

- Qualifications and Skills:**
- Applicants must be between the ages of 18 to 30 years (inclusive), currently enrolled in a post-secondary educational institution, on a full-time basis for the 2017/2018 academic year, returning to full time studies in the fall of 2018 *(proof will be required)*
 - Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
 - Is legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
 - Preference will be given to students in administration, marketing or communications related programs
 - Convey a friendly and professional attitude with visitors in person or by telephone
 - Self-motivated, detail-oriented, proficient at meeting deadlines and comfortable working on multiple projects simultaneously
 - Strong communication, excellent administrative, interpersonal, organizational skills while maintaining confidentiality
 - Must have advanced good computer skills (MS Office)
 - Must demonstrate flexibility and adaptability
 - Able to work as a team with site staff, and sensitive to cultural, linguistic and religious diversity
 - Must commit to full contract duration – dates and time

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JOB DESCRIPTION

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|--|---|
| Position Title: Program Assistant | Locations: 180 - B Sandalwood Parkway East, Brampton |
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Position Overview: Under the general guidance of the Manager, the incumbent will provide a range of high quality customer service to all visitors and clients, assist with administrative/clerical activities and assist in planning and delivering the school-aged childminding program.

- Responsibilities and Duties:** *(but not limited to)*
- Provide general customer service over the phone and in person
 - Refer clients to appropriate staff at the agency or to other agencies according to their needs and requirements
 - Assist the Project Assistant and Settlement/Employment Counsellors with clerical duties
 - Organize and update the LINC resource library
 - Assist Language Instructors with organizing and updating classroom resources
 - Provide a safe and positive environment for children on a daily basis, maintaining a client-centered approach
 - Organize, plan and execute age-appropriate activities for school-aged children
 - Ensure the childminding room is set-up appropriately and preparations for the day's session is complete prior to the children's arrival
 - Provide snacks to children at break time
 - Behave appropriately with the children, individually and in groups
 - Respond sensitively to the cultural heritage, values and individual experiences of children
 - Report all accidents or unusual incidents to the Manager
 - Complete all tasks and responsibilities within assigned timelines
 - Become familiar with agency programs, services, practices and staff
 - Adhere to the mission, guiding principles and values of the organization
 - Maintain confidentiality of clients, staff and peers
 - Represent Indus in a professional manner at all times
 - Arrive on time and be committed to the agency and the agreed upon contract dates and times
 - Assist with all other duties as assigned

- Qualifications and Skills:**
- Applicants must be between the ages of 18 to 30 years (inclusive), currently enrolled in a post-secondary educational institution, on a full-time basis for the 2017/2018 academic year, returning to full time studies in the fall of 2018 *(proof will be required)*
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 - Convey a friendly and professional attitude with visitors in person or by telephone
 - Self-motivated, detail-oriented, proficient at meeting deadlines and comfortable working on multiple projects simultaneously
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