



Orléans-Cumberland Community Resource Centre
Centre de ressources communautaires Orléans-Cumberland
240 boul. Centrum Blvd. #105, Orléans, ON K1E 3J4
613-830-4357 | crcoc.ca

Bilingual Intake Worker

(Full-time – 18-month Contract with possibility of renewal)

Hourly Wage: \$30.10 - \$36.27

Hours: 5 days/week (35 hours) – Tuesday evenings required

Reporting to: Program Manager

About Orléans-Cumberland Community Resource Centre

Join the Orléans-Cumberland Community Resource Centre (OCCRC) for more than a job! If you're seeking a fulfilling career, look no further than the OCCRC, located on the unceded Algonquin territory of the Anishinaabeg.

Here's why you should join us:

Meaningful Mission: The OCCRC is more than an organization - we're a community. Our mission is to empower individuals to reach their full potential, offering comprehensive services addressing physical, emotional, social, economic, and psychological needs. Join us to make a real impact on lives.

Rich Heritage: Proudly rooted in Orléans-Cumberland, we honour the area's culture while respecting its land. Joining the OCCRC means embracing and celebrating our unique heritage and values.

Core Values: Respect, personal connection, diversity, inclusion, and empowerment are our guiding principles. Become part of a supportive, inclusive team where you are valued.

Professional Growth: The OCCRC promotes opportunities for growth and development.

Community-Centered: Our community's success is ours. Join the OCCRC to engage with the community, form connections, and create a tangible impact.

If you seek a career with a passionate, mission-driven team valuing respect, diversity, and empowerment, consider the OCCRC. Together, we'll build a brighter future.

Job Summary

Under the supervision of the Program Manager, the Intake Worker offers a range of services designed to support people in their efforts to improve their quality of life.

As a member of a multidisciplinary team, the intake worker provides needs assessments, referral to internal and/or external services, crisis intervention, advocacy and short-term support/counselling.

Job-specific responsibilities

- Use structural, anti-oppressive, person-centred, strength-based and harm-reduction perspectives while offering short-term support/counselling.
 - Implement an intersectional lens that considers equity, diversity and inclusion when interacting with individuals, families and communities.
 - Provide information, referrals and assistance in navigating internal and external community resources.
 - Support in completing forms and applications for financial assistance.
 - Work closely with the Food Bank team.
 - Organize and facilitate support groups and workshops related to mental wellness.
 - Provide outreach services at community events and targeted locations.
 - Supervise placement students.
 - Establish, strengthen and maintain collaboration and partnerships with community organizations.
 - Represent the Centre on various committees related to duties and needs.
 - Organize and coordinate tax clinics.
 - Provide volunteers with support, training, and assistance.
 - Promote other Centre programs and services.
 - Maintain intervention notes and ensure that all documentation complies with OCCRC standards.
 - Demonstrate the ability to work with databases and meet data requirements.
 - Perform other related tasks.
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Job Requirement

- University degree in Social Work or equivalent work experience and training in a related field
- Minimum of 3 years experience working with vulnerable individuals
- Excellent prioritization and time management skills
- Demonstrates flexibility, organization and initiative
- Good knowledge of resources and experience in community liaison
- Excellent interpersonal communication skills
- Demonstrated knowledge and understanding of the culture, history and oppressions experienced by people related to race, culture, ethnicity, gender identity and expression and other related oppressions
- Good knowledge of how intersecting identities shape people's lives and experiences
- Ability to apply an equity, diversity and inclusion lens
- Ability to identify and meet the needs of diverse communities in Orléans-Cumberland
- Ability to work in a multidisciplinary team and independently
- Good computer skills
- Be available to work on Tuesday evenings and occasionally on weekends
- Fluency in French and English (oral & written)
 - o Other languages an asset

Application Process

Please send your resume to [Chantal Pomerleau](#) before **8:00 a.m. Monday, October 30, 2023.**

Address: Orléans-Cumberland Community Resource Centre
105-240 Centrum Blvd. Orléans, ON K1E 3J4

Fax: 613-830-4196

Email: cpomerleau@crcoc.ca

Equal Opportunity Employer

The OCCRC is committed to including equity and diversity in its practice by being responsive to individuals' needs and delivering equitable outcomes for all, regardless of their indigenous status, race, colour, culture, ethnicity, language/linguistic origins, ability, socio-economic class, age, ancestry, nationality, religion or faith, sex, gender (identity & expression), sexuality, sexual orientation,

mental or physical condition, family status, residency/migration status in Canada and all other forms of oppression that a person may experience.

The OCCRC is an equal opportunity employer that values the diversity of individuals in our programs and services. If you require accommodation at any stage in the selection process, please let us know the nature of the accommodation.

We want to thank all those who have submitted a job application in advance. Only those selected for an interview will be contacted.