

Orléans-Cumberland
Community
Resource Centre



Centre de ressources
communautaires
Orléans-Cumberland

Bilingual Intake Worker

Full-time – Permanent

Hourly Wage: \$32.05 - \$42.36

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

About Orléans-Cumberland Community Resource Centre

Do you love collaborating as part of a dedicated, high performing team to directly impact and strengthen Orléans-Cumberland communities? Do you want to feel a sense of belonging where your voice will be heard? The OCCRC is more than an organization – we are an active member with a concrete impact in the community we serve!

We are a bilingual non-profit organization committed to strengthening Orléans-Cumberland communities by providing a wide variety of free programs and services supporting individuals to achieve their full potential. We are friendly, welcoming, inclusive, empathetic and non-judgmental. We provide sector competitive compensation and benefits, coaching and support to realize your full potential, and the space for you to maintain a work-life balance.

About you

You are energized by our vision and feel a deep connection to our mission and values. You naturally empower and inspire others to reach their full potential and are a passionate advocate for individual and community well-being. You are someone who strives for continuous improvement in all that you do, and you actively look for opportunities to strengthen your skills, invest in your own growth and development, and embrace change.

You foster an environment that is inclusive and open-minded, nurturing genuine connections, celebrating differences and embracing diversity. You listen deeply, communicate openly and transparently and welcome feedback.

What you will do and the value you will add

Drawing on your experience, you will offer 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, informal support and system navigation.

Key responsibilities

- Use structural, anti-oppressive, person-centered, strength-based and harm-reduction perspectives while offering informal support.
- 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 responsibilities and needs.
- Support income tax clinics.
- Provide volunteers with support, training, and assistance.
- Perform other related tasks.

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
- 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
- Be available to work on Tuesday evenings and occasionally on weekends
- Fluency in French and English (oral & written) – other languages an asset

Skills And Attributes for Success

- Dependable and reliable
- Able to work independently with sound judgment and resourcefulness
- Action-oriented, self-starter
- Highly collaborative
- Excellent prioritization and time management skills
- Demonstrates flexibility, organization and a sense of initiative
- Excellent interpersonal communication skills

- 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 Team player and willing to step up when needed
- Ability to handle sensitive and confidential information
- Embrace change and organizational evolution
- Good computer skills

Application Process

Please submit your application before **11:59pm Sunday, December 14, 2025.**

Email cover letter along with your resume to: recruitment@crcoc.ca

Equal Opportunity Employer

The OCCRC is an equal opportunity employer, committed to including equity and diversity in its practice by being responsive to individuals' needs and delivering equitable outcomes for all. We value all experience including experience gained abroad. 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.