



Applicants are invited to apply for the following position:

Volunteer, Walk In Clinic Host

occasional Tuesday, 12:00 p.m. - 6:00 p.m.
occasional Thursday between the hours of 9:00 a.m.-12:00 p.m.

Description:

- Greet people as they arrive at walk in
- Assist with paperwork if required- any questions they have or offer to sit in another room with the client if that would be helpful, read or scribe for them if required
- Prepare and offer snack, ensure snack supply is available throughout the walk in program
- Help to create a calm atmosphere in the waiting area, engage younger children while they are waiting
- Remind to complete feedback survey
- From time to time as required by staff, assist with childcare as the adults remain in session

Qualifications:

- Excellent verbal and written communication skills
- Comfort initiating conversations
- Thorough knowledge and understanding of confidentiality
- Secondary school graduate
- Successful completion of Police Criminal Record Check and Vulnerable Sector Check
- Education and/or experience in the mental health field would be considered an asset
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Please apply to Human Resources via email, mail, or fax by February 15th, 2019

Email: wrayall@stclairchild.ca

Mail: 129 Kendall St
Point Edward, ON
N7V 4G6

Fax: (519) 337-7750

St. Clair Child & Youth Services is an equal opportunity employer and we will accommodate your needs under the Ontario Human Rights Code. Upon individual request, the hiring processes will be modified to remove barriers to accommodate those with disabilities. If you require any accommodations to fully and fairly participate in the application, interview, or selection processes, please contact the Human Resources Department at (519) 337-3701 x305 or wrayall@stclairchild.ca and we will endeavor to provide a suitable accommodation in a manner that is considerate of your accessibility needs.