



Summer Student Position Posting

Title: Summer Student - Community Advocate Assistant

Agency: Rise Calgary Resource Centres

Location: Calgary, Alberta, Canada

Status: FT, Eight (8) Week – limited term

Anticipated start date: Week of May 13, 2024

Salary: \$18.00 Per hour

Company Profile: Rise Calgary strives to build a Calgary where all individuals and families are resilient and all communities are sustainable and connected. We provide access to crucial basic needs services, resources, advocacy, and financial empowerment programming to vulnerable and low-income Calgarians that assist in stabilizing current areas of concern or crises in people's lives. Our staff and programming strive to empower Calgarians to build capacity and engage with the wider community moving forward.

Job Duties: The responsibilities are namely direct client service and administrative projects.

Administration:

- Provide front desk/reception services
- Call Cue
- Log Voice Mails into Data Management System
- Tax Registrations
- Office Duties (photocopying, faxing)
- Data Entry

Basic Needs Support:

- Research and maintain awareness of community resources, referral processes, new programming, and eligibility requirements
- Work with community members to identify their needs and match them with resources to assist meeting those needs
- Manage sensitive client information and documents
- Provide referrals under the direction of Community Advocates
- Crisis management as required and under the direction and assistance of Community Advocates

Intake:

- Input all client data into the online data management system.
- Provide intake to individuals and families accessing Rise Calgary services.

Qualifications:

Minimum qualifications:

- Minimum of high school completion.
- Completion of, or current registration in, a post-secondary diploma or degree in social sciences is an asset
- Ability to provide unconditional positive regard to a diverse population
- Attention to detail
- Well-developed interpersonal skills
- Ability to work a varied schedule, which may include evening or weekend shifts.

Preference will be given to those candidates that have:

- Degree in social services sector
- 1-2 years experience in the social service sector
- Acquaintance with the philosophical underpinnings of serving marginalized people.
- Knowledge of community resources.

Working Conditions:

- Three main office spaces (Forest Lawn, Ranchlands & Bowness)
 - Ability to work at all three locations.
- Access to personal and reliable transportation
- Work as part of a diverse, integrated, and interdependent team.

Work Hours:

- 7.5 hours flexed within an 8:00 am to 5:00 pm time frame
- Flexibility to work evening and weekends hours required.

To apply, email your resume and cover letter to Darlene Doskoch at darlene.doskoch@risecalgary.ca.

Thank you for your interest in this position. Because of time limitations, only the candidates selected for an interview will be contacted.