

Collaborative Life Change Summer Student

Feel good about what you do – work in a ministry that serves people in need! The SEED, a non-profit Christian organization, is seeking enthusiastic individuals to work in a fast-paced, multi-task environment. At The SEED, you will have the opportunity to participate in a team that is committed to developing hope, providing care with respect, and nurturing the seeds of change in the lives of our guests and residents.

POSITION SUMMARY

- Program Delivery (design, screen & delivery)
- Guest, Student & Volunteer Relations (recruit & develop relationships)
- Administration

MAJOR DUTIES AND RESPONSIBILITIES

a) Guest Relations

1. Assist guest to understand and follow boundaries and expectations;
2. Support Guests in positive endeavors within the scope of the Seed mandate.
3. Maintain a welcoming and respectful environment in assigned areas

b) Program Delivery

1. Educate, promote, and direct guests seeking programs and external resources;
2. Partner with advocacy staff to execute referrals and government entitlements based on a needs assessment **with** support from advocacy staff. Ensure information is shared with all members of Guests support team and contribute to overall service plan.
3. Complete computerized intake and registration
4. Utilize Asset management assessment tools employing Trans theoretical model of change – “Stages of Change” **with** support from caseworkers.
5. Document case notes as required utilizing Filemaker software in appropriate format. File management as required.
6. Maintain confidentiality and professionalism;

c) Administration

1. Report all injuries and incidents immediately after occurrence;
2. Track statistics and prepare reports, as required;
3. Attend meetings and training, as assigned;
4. Assist in identification of needed program equipment and materials;
5. Provide input into the development of policies and procedures for designated programs;
6. Keep guests’ records and information confidential, updated and secure.

d) Volunteer Relations

1. Coach engage and encourage volunteers, assist with training;
2. Ensure that volunteer concerns and special contributions are relayed to your supervisor.

DESIRED QUALIFICATIONS

- Strong desire to work with a marginalized population.
- Strong team player;
- Ability to adapt and work within a changing environment;
- A self-starter with the ability to work in a cross-functional team;
- Excellent written, oral, and interpersonal skills
- Desire to work in a Christian ministry;

- Develop and maintain effective working relationships with volunteers, guests, staff and community.

ADDITIONAL INFORMATION:

NOTE: This position is subject to approval of funding through Canada Summer Jobs. Students must be between 15 and 30 years of age; have been registered as a full-time student in the previous academic year, and intend to return to school on a full-time basis in the next academic year; be Canadian citizens, permanent residents, or have official refugee protection status under the Immigration and Refugee Protection Act; and be legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations.

- 40 hours per week, 14-16 weeks of employment beginning May 10, 2010
- Hours of work are Monday to Friday 9:00am – 5:30pm with some evenings and weekends
- Rate of pay: \$15.00 per hour; plus 4% vacation pay paid out at end of contract
- Location is at our downtown SEED Administrative Ministry Centre.
- As we are a Christian ministry, we require our employees to agree with and sign our statement of faith.

Please forward resumes by February 22, 2010 and make inquiries to:

Jennifer Hall, HR Analyst
The Mustard Seed Society
102 11 Ave SE, Calgary AB, T2G 0X5
Fax 403-237-5296
Email jobs@theseed.ca

The Mustard Seed is a non-profit, Christian humanitarian organization that responds compassionately to the needs of the inner-city's less fortunate through mobilizing and working with the church and the community.

***Please put your name and title of position in the subject line of email, thank-you.**

We thank all candidates for their interest, however, only those candidates selected for an interview will be contacted. Please include the position title in the subject line of your correspondence.

Please note: We occasionally amend or withdraw SEED jobs and reserve the right to do so at any time, including prior to the advertised closing date.