



NEWCOMER WOMEN'S SERVICES TORONTO

WHO IS HIRING

[Office Clerk](#)
[Data Entry/Customer Service](#)
[Accounting Related/Retail Sales/Marketing](#)
[Health care/Personal Support Worker](#)
[Education](#)
[Social Service](#)

Office Clerk

Job Number: 5724962

Title: Export documentation clerk (Export Shipping Documentation Broker) (NOC: 1441)

Terms of Employment: Permanent, Full Time, Day

Salary: To be negotiated, Other Benefits

Anticipated Start Date: As soon as possible

Location: Toronto Centre, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of college/CEGEP/vocational or technical training

Experience: 3 years to less than 5 years

Languages: Speak English, Read English, Write English

Business Equipment and Computer Applications: Windows, Electronic Mail, MS Word

Typing (Words Per Minute): 0 - 40 wpm

Specific Skills: Prepare and monitor contracts, File documents

Work Location Information: Urban area

Essential Skills: Document use, Writing, Oral communication, Working with others, Finding information, Computer use



NEWCOMER WOMEN'S SERVICES TORONTO

Employer: Quality Meat Packers Limited

How to Apply:

By E-mail: hrjobs@allstream.net

Advertised until: 2011/05/27

Job Number: 5708491

Title: Unit clerk (Medical Secretary) (NOC: 1441)

Terms of Employment: Temporary, Full Time, Day, Evening

Salary: To be negotiated

Anticipated Start Date: 2011/07/04

Location: Toronto Centre, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school, Completion of college/CEGEP/vocational or technical training

Experience: 2 years to less than 3 years

Languages: Speak English, Read English, Write English

Work Setting: Not-for-profit organization

Business Equipment and Computer Applications: Windows, Electronic Mail, Electronic scheduler, MS Word, Spreadsheet software, MS Excel, Internet browser

Typing (Words Per Minute): 41 - 60 wpm

Specific Skills: Compile, verify, record and process applications, licences, permits, contracts, registrations, requisitions, and other forms and documents, Prepare reports, Send invoices, Provide information to staff and the general public, File documents

Work Conditions and Physical Capabilities: Fast-paced environment, Work under pressure, Tight deadlines, Attention to detail

Work Location Information: Urban area



Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Critical thinking, Significant use of memory, Finding information, Computer use

Other Information: Other duties Transcribe orders for Lab work, Arrange clinics, Schedule appointments internal/external (ex doctors, XRay), meeting minutes, clerical duties related to resident care, payroll, scheduling, QI, etc

Employer: Belmont House- Toronto Aged Men's & Women's Home

How to Apply:

By E-mail: hrresume@belmonthouse.com

Business Profile: long term care facility

Web Site: <http://www.belmonthouse.com>

Advertised until: 2011/05/31

Job Number: 5720641

Title: Office administration clerk (**NOC: 1441**)

Terms of Employment: Permanent, Full Time, Shift, Overtime, Weekend, Day, Evening

Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: Toronto North, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of college/CEGEP/vocational or technical training, Some university

Experience: Experience an asset

Languages: Speak English, Read English, Write English

Business Equipment and Computer Applications: General office equipment, Electronic Mail, MS Word, MS Excel

Typing (Words Per Minute): 0 - 40 wpm



Specific Skills: Prepare reports, Receive payments, Provide information to staff and the general public, File documents

Work Conditions and Physical Capabilities: Fast-paced environment, Work under pressure, Attention to detail

Other Languages: Mandarin

Employer: Pures

How to Apply:

By Fax: (416) 498-5570

By E-mail: keven.liu@pures.ca

Advertised until: 2011/06/10

Job Number: 5728274

Title: Office clerk (mechanic shop) (NOC: 1411)

Terms of Employment: Permanent, Full Time

Salary: \$12.00 Hourly for 40 hours per week

Anticipated Start Date: As soon as possible

Location: Toronto North, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school

Experience: Will train

Languages: Speak English, Read English, Write English

Business Equipment and Computer Applications: Windows, General office equipment, Electronic mail, MS Word, Excel

Typing (Words Per Minute): 0 - 40 wpm

Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Finding information, Computer use



NEWCOMER WOMEN'S SERVICES TORONTO

Employer: Abrams Towing Services

How to Apply:

By Fax: (416) 398-9664

By E-mail: sfreud@abrams.ca

Online: <http://www.abrams.ca>

Web Site: <http://www.abrams.ca>

Advertised until: 2011/05/30

Job Number: 5724241

Title: Office assistant (NOC: 1411)

Terms of Employment: Permanent, Full Time, Weekend, Day

Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: Toronto East, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school, Some college/CEGEP/vocational or technical training

Experience: Experience an asset

Languages: Speak English, Read English, Write English

Business Equipment and Computer Applications: Windows, General office equipment, Electronic mail, Electronic scheduler, Word processing software, MS Word, Spreadsheet software, Lotus 123, Excel, Accounting software, Quick Books, Database software, Internet browser

Typing (Words Per Minute): 0 - 40 wpm

Technical Terminology: Legal, Business, Engineering, Financial

Area of Specialization: Reports, Forms and records, Invoices, Publications and manuscripts, Contracts, Correspondence

Specific Skills: Type and proofread correspondence, forms and other documents, Receive and forward telephone or electronic enquiries, Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases, Sort, process and verify applications, receipts and other documents, Process incoming and outgoing mail manually or electronically, Send and receive messages, Perform basic bookkeeping tasks, Prepare and

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format page presentation, Prepare equipment or software for type of document, Compile data, statistics and other information, Prepare invoices and bank deposits, Provide general information to clients and the public, Order supplies and maintain inventory, Photocopy and collate documents for distribution, mailing and filing

Work Conditions and Physical Capabilities: Work under pressure, Tight deadlines, Repetitive tasks, Combination of sitting, standing, walking

Transportation/Travel Information: Own transportation, Own vehicle, Public transportation is available

Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning

Employer: Prostone

How to Apply:

By Mail:

19 Bertrand Avenue
Toronto, Ontario
M1L 2P3

By E-mail: job@prostone.ca

Business Profile: Granite and Marble fabricating Company

Advertised until: 2011/06/11

Job Number: 5720834

Title: Administrative clerk (/Reception) (NOC: 1441)

Terms of Employment: Permanent, Full Time, Day

Salary: To be negotiated, Bonus, Other Benefits

Anticipated Start Date: As soon as possible

Location: Scarborough, Ontario (2 vacancies)

Skill Requirements:

Education: Completion of high school, Some college/CEGEP/vocational or technical training

Experience: 2 years to less than 3 years

Languages: Speak English, Read English, Write English

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Work Setting: Private sector

Business Equipment and Computer Applications: Windows, General office equipment, Electronic Mail, Electronic scheduler, Word processing software, MS Word, Spreadsheet software, MS Excel, Internet browser

Typing (Words Per Minute): 0 - 40 wpm

Specific Skills: Compile, verify, record and process applications, licences, permits, contracts, registrations, requisitions, and other forms and documents, Authorize and issue licences, permits, registration papers, reimbursements or other material, Maintain inventory of office supplies, Order supplies and equipment, Prepare reports, Send invoices, Receive payments, Store, update and retrieve financial data, Provide information to staff and the general public, Organize and schedule office work, File documents

Work Conditions and Physical Capabilities: Fast-paced environment, Work under pressure, Tight deadlines, Attention to detail, Large workload

Work Location Information: Urban area

Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Job task planning and organizing, Finding information, Computer use, Continuous learning

Employer: Reena Enterprises Limited

How to Apply:

By Fax: (416) 286-0146

By E-mail: sysadmin@reena-enterprises.com

Business Profile: Contract manufacturer in natural health products industry for the last 25 years. We manufacture capsules, liquids and powders.

Advertised until: 2011/05/31

Job Number: 5721290

Title: Administrative assistant (Sales Office - Junior Position) (NOC: 1411)

Terms of Employment: Permanent, Full Time, Day

Salary: \$35,000.00 Yearly for 40 hours per week, Medical Benefits, Dental Benefits, Disability Benefits, Life Insurance Benefits, RRSP Benefits, Vision Care Benefits

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NEWCOMER WOMEN'S SERVICES TORONTO

Anticipated Start Date: As soon as possible

Location: Toronto, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school, Completion of college/CEGEP/vocational or technical training

Experience: 7 months to less than 1 year

Languages: Speak English, Read English, Write English

Work Setting: Private sector

Business Equipment and Computer Applications: Windows, General office equipment, Electronic mail, Electronic scheduler, Word processing software, MS Word, Spreadsheet software, Excel, Database software, Presentation software, MS PowerPoint, Internet browser

Typing (Words Per Minute): 41 - 60 wpm

Technical Terminology: Business

Specific Skills: Type and proofread correspondence, forms and other documents, Receive and forward telephone or electronic enquiries, Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases, Sort, process and verify applications, receipts and other documents, Send and receive messages, Compile data, statistics and other information

Security and Safety: Criminal record check

Work Conditions and Physical Capabilities: Fast-paced environment, Work under pressure, Tight deadlines, Repetitive tasks

Transportation/Travel Information: Public transportation is available

Essential Skills: Reading text, Document use, Numeracy, Writing, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning

Employer: Combined Metal Industries

How to Apply:

By E-mail: scarroll@combinedmetal.com

Web Site: <http://www.combinedmetal.com>

Advertised until: 2011/05/26



NEWCOMER WOMEN'S SERVICES TORONTO

Job Number: 5713068

Title: Office assistant (NOC: 1411)

Terms of Employment: Permanent, Full Time, Day

Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: Etobicoke, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school

Experience: Will train

Languages: Speak English, Read English, Write English

Typing (Words Per Minute): 0 - 40 wpm

Transportation/Travel Information: Public transportation is available

Work Location Information: Urban area

Employer: Arena Logistics Inc.

How to Apply:

By E-mail: arena_resume@hotmail.com

Advertised until: 2011/05/26

Job Number: 5712606

Title: Office assistant (NOC: 1411)

Terms of Employment: Permanent, Full Time

Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: Toronto Centre, Ontario (1 vacancy)

Skill Requirements:

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NEWCOMER WOMEN'S SERVICES TORONTO

Education: Completion of college/CEGEP/vocational or technical training

Experience: Experience an asset

Languages: Speak English, Read English, Write English

Work Setting: Private sector

Business Equipment and Computer Applications: Windows, General office equipment, Electronic mail, Word processing software, MS Word, Excel, Internet browser

Typing (Words Per Minute): 0 - 40 wpm

Area of Specialization: Forms and records, Correspondence

Specific Skills: Type and proofread correspondence, forms and other documents, Receive and forward telephone or electronic enquiries, Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases, Process incoming and outgoing mail manually or electronically, Compile data, statistics and other information, Prepare invoices and bank deposits, Provide general information to clients and the public, Order supplies and maintain inventory, Service office equipment and arrange for servicing in the case of major repairs, Photocopy and collate documents for distribution, mailing and filing

Other Languages: Mandarin

Essential Skills: Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Job task planning and organizing, Finding information, Computer use, Continuous learning

Other Information: Cantonese, Mandarin and English oral and written skills a must.

Employer: McDonald International Academy

How to Apply:

By Fax: (416) 322-5775

By E-mail: cheryl@mcdonaldacademy.com

Web Site: <http://www.mcdonaldacademy.com>

Advertised until: 2011/05/23

Job Number: 5711702

Title: Administrative assistant (**NOC: 1411**)

Terms of Employment: Permanent, Part Time leading Full Time, Day



Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: High Park / Parkdale, Ontario (1 vacancy)

Skill Requirements:

Education: Some high school, Completion of high school, Some college/CEGEP/vocational or technical training, Completion of college/CEGEP/vocational or technical training, Some university

Experience: 1 to less than 7 months

Languages: Speak English, Speak French, Read English, Read French, Write English, Write French

Work Setting: Private sector

Business Equipment and Computer Applications: Excel, Accounting software, Quick Books

Typing (Words Per Minute): Not required

Specific Skills: Type and proofread correspondence, forms and other documents, Receive and forward telephone or electronic enquiries, Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases, Sort, process and verify applications, receipts and other documents, Process incoming and outgoing mail manually or electronically, Send and receive messages, Perform basic bookkeeping tasks, Prepare and format page presentation, Prepare equipment or software for type of document, Compile data, statistics and other information, Prepare invoices and bank deposits, Provide general information to clients and the public, Order supplies and maintain inventory, Service office equipment and arrange for servicing in the case of major repairs, Photocopy and collate documents for distribution, mailing and filing

Essential Skills: Document use, Computer use

Employer: Addictive Tech Corp

How to Apply:

By E-mail: hr@addictivemobility.com

Business Profile: Addictive Tech Corp is an interactive mobile technology company specializing in mobile social media products and solutions.

Advertised until: 2011/05/31



NEWCOMER WOMEN'S SERVICES TORONTO

Accounting Related/Retail Sales/Marketing

Job Number: 5712341

Title: Administrative assistant (Inside Sales and Administration) (NOC: 1411)

Terms of Employment: Temporary, Full Time, Day

Salary: \$12.00 to \$16.00 Hourly for 40 hours per week

Anticipated Start Date: As soon as possible

Location: Scarborough, Ontario (1 vacancy)

Skill Requirements:

Education: Some high school, Completion of high school, Some university

Experience: 1 year to less than 2 years

Languages: Speak English, Read English, Write English

Work Setting: Public sector

Business Equipment and Computer Applications: Windows, General office equipment, Electronic mail, Word processing software, MS Word, Spreadsheet software, Excel, Accounting software, Simply Accounting, Internet browser

Typing (Words Per Minute): 41 - 60 wpm

Technical Terminology: Financial

Area of Specialization: Financial statements, Invoices

Specific Skills: Receive and forward telephone or electronic enquiries, Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases, Sort, process and verify applications, receipts and other documents, Process incoming and outgoing mail manually or electronically, Send and receive messages, Perform basic bookkeeping tasks, Prepare invoices and bank deposits, Provide general information to clients and the public, Photocopy and collate documents for distribution, mailing and filing

Work Conditions and Physical Capabilities: Fast-paced environment, Repetitive tasks, Combination of sitting, standing, walking, Sitting for extended periods, Bending, crouching, kneeling, Handling heavy loads

Transportation/Travel Information: Public transportation is available



NEWCOMER WOMEN'S SERVICES TORONTO

Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning

Employer: Deuce Industries Ltd.

How to Apply:

By Fax: (416) 284-8271

Advertised until: 2011/05/23

Job Number: 5729737

Title: Accounts payable clerk (**NOC: 1431**)

Terms of Employment: Permanent, Full Time, Day

Salary: \$34,000.00 to \$38,000.00 Yearly for 40 hours per week, Medical Benefits, Dental Benefits, Group Insurance Benefits, Vision Care Benefits

Anticipated Start Date: As soon as possible

Location: Etobicoke, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of college/CEGEP/vocational or technical training

Experience: 3 years to less than 5 years

Languages: Speak English, Read English, Write English

Work Setting: Private sector

Business Equipment and Computer Applications: General office equipment, Spreadsheet software, Excel, Accounting software

Typing (Words Per Minute): 0 - 40 wpm

Type of Bookkeeping: Computerized

Specific Skills: Manage accounts payable, Invoice clients, Prepare reports, Perform clerical duties, such as maintain filing and record systems, Answer customer inquiries



Security and Safety: Bondable

Work Conditions and Physical Capabilities: Fast-paced environment, Repetitive tasks

Essential Skills: Reading text, Numeracy, Oral communication, Problem solving, Decision making, Critical thinking

Other Information: Experience in a manufacturing environment is compulsory; experience in the food industry is an asset.

Employer: Give and Go Prepared Foods

How to Apply:

Contact Name: Despina Gross

By E-mail: dgross@giveandgo.com

Business Profile: Give&Go Prepared Foods produces a variety of premium thaw and sell bakery products for retailers and food operators in Canada, U.S., Mexico, and U.K.

Web Site: <http://www.giveandgo.com>

Advertised until: 2011/05/30

Job Number: 5729733

Title: Accounts receivable clerk (NOC: 1431)

Terms of Employment: Permanent, Full Time

Salary: \$34,000.00 to \$36,000.00 Yearly for 40 hours per week, Medical Benefits, Dental Benefits, Vision Care Benefits

Anticipated Start Date: As soon as possible

Location: Etobicoke, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of college/CEGEP/vocational or technical training

Experience: 3 years to less than 5 years

Languages: Speak English, Speak French, Read English, Read French, Write English, Write French

Business Equipment and Computer Applications: Electronic mail, Word processing software



Typing (Words Per Minute): 0 - 40 wpm

Specific Skills: Manage accounts receivable, Invoice clients, Answer customer inquiries

Security and Safety: Bondable

Work Conditions and Physical Capabilities: Fast-paced environment, Work under pressure, Tight deadlines, Repetitive tasks

Essential Skills: Document use, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Computer use

Other Information: Diploma in Business an asset, experience with collections, credit notes, cash applications; bilinguals in English/French would be an asset.

Employer: Give and Go Prepared Foods

How to Apply:

Contact Name: Despina Gross

By E-mail: dgross@giveandgo.com

Advertised until: 2011/05/30

Job Number: 5728400

Title: Accounts receivable clerk (Accounts Receivable Collections/Order Entry) (NOC: 1431)

Terms of Employment: Permanent, Full Time

Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: Toronto East, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school

Experience: Experience an asset

Languages: Speak English, Write English

Business Equipment and Computer Applications: Windows, General office equipment, Word processing software, Excel, Accounting software, Internet browser

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Typing (Words Per Minute): 0 - 40 wpm

Type of Bookkeeping: Computerized

Specific Skills: Conduct credit and collections, Perform clerical duties, such as maintain filing and record systems, Perform general office duties

Security and Safety: Bondable

Transportation/Travel Information: Public transportation is available

Work Conditions and Physical Capabilities: Fast-paced environment

Essential Skills: Reading text, Numeracy, Writing, Oral communication, Working with others, Problem solving, Computer use

Other Information: Must be fluent in English. Past experience in collections would be an asset. Candidate would also be entering orders.

Employer: Solarfective Products Limited

How to Apply:

By E-mail: hr@solarfective.com

Advertised until: 2011/05/30

Job Number: 5727575

Title: Accounting clerk (**NOC: 1431**)

Terms of Employment: Permanent, Full Time, Weekend, Day

Salary: \$12.00 to \$14.00 Hourly for 40 hours per week

Anticipated Start Date: As soon as possible

Location: Toronto Centre, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of college/CEGEP/vocational or technical training, Some university

Experience: 2 years to less than 3 years



Languages: Speak English, Read English, Write English

Business Equipment and Computer Applications: Windows, General office equipment, Electronic mail, Electronic scheduler, Spreadsheet software, Excel, Accounting software, Simply Accounting, Quick Books, MYOB, Database software, Presentation software, Internet browser

Typing (Words Per Minute): 41 - 60 wpm

Type of Bookkeeping: Computerized

Specific Skills: Prepare journal entry, Manage accounts receivable, Manage accounts payable, Prepare bank reconciliations, Conduct banking, Prepare payroll, Invoice clients, Conduct credit and collections, Costing and budgeting, Prepare reports, Store, update and retrieve financial data, Perform clerical duties, such as maintain filing and record systems, Manage inventory control, Answer customer inquiries, Perform general office duties

Security and Safety: Bondable

Transportation/Travel Information: Public transportation is available

Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning

Other Information: Recent business admin graduate for general office help in furniture store. Experience with Quickbooks is a must, invoicing, collections, excel - making spreadsheets, organized, filing, answering phones.

Employer: InStyle Home & Rugs

How to Apply:

By E-mail: instylehome@rogers.com

Web Site: <http://www.instylehome.ca>

Advertised until: 2011/05/22

Job Number: 5715002

Title: Accounting clerk (**NOC: 1431**)

Terms of Employment: Temporary, Part Time leading Full Time



NEWCOMER WOMEN'S SERVICES TORONTO

Salary: \$13.00 to \$15.00 Hourly for 42.5 hours per week

Anticipated Start Date: As soon as possible

Location: Etobicoke, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of college/CEGEP/vocational or technical training, Completion of university

Experience: 1 year to less than 2 years

Languages: Speak English, Read English, Write English

Work Setting: Private sector

Business Equipment and Computer Applications: Windows, Electronic mail, Word processing software, Excel, Accounting software, ACCPAC, Quick Books

Typing (Words Per Minute): 0 - 40 wpm

Type of Bookkeeping: Computerized, Manual

Specific Skills: Prepare general ledger, Prepare journal entry, Manage accounts receivable, Manage accounts payable, Prepare trial balance, Prepare bank reconciliations, Conduct banking, Prepare payroll, Invoice clients, Costing and budgeting, Prepare income tax, Store, update and retrieve financial data, Perform clerical duties, such as maintain filing and record systems, Answer customer inquiries

Transportation/Travel Information: Public transportation is available

Work Location Information: Urban area

Work Conditions and Physical Capabilities: Fast-paced environment, Repetitive tasks

Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning

Other Information: One year maternity leave contract

Employer: Trisan Realty Corporation

How to Apply:

By E-mail: careers@trisan.ca

Business Profile: Construction and real property management



NEWCOMER WOMEN'S SERVICES TORONTO

Advertised until: 2011/05/24

Job Number: 5710607

**Title: Administrative assistant (Administration Assistant)
(NOC: 1411)**

Terms of Employment: Permanent, Full Time, Weekend, Day

Salary: To be negotiated, Medical Benefits, Dental Benefits, Group Insurance Benefits

Anticipated Start Date: 2011/05/30

Location: Toronto Centre, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of college/CEGEP/vocational or technical training

Experience: 2 years to less than 3 years

Languages: Speak English, Read English, Write English

Work Setting: Private sector

Business Equipment and Computer Applications: Mac OS, Windows, General office equipment, Electronic mail, Electronic scheduler, Word processing software, WordPerfect, MS Word, Word Pro, Spreadsheet software, Excel, Accounting software, Quick Books, Presentation software, MS PowerPoint, Internet browser

Typing (Words Per Minute): 41 - 60 wpm

Technical Terminology: Business, Financial

Area of Specialization: Reports, Financial statements, Invoices, Charts, tables, graphs and diagrams, Publications and manuscripts, Correspondence

Specific Skills: Type and proofread correspondence, forms and other documents, Receive and forward telephone or electronic enquiries, Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases, Sort, process and verify applications, receipts and other documents, Process incoming and outgoing mail manually or electronically, Send and receive messages, Prepare and format page presentation, Prepare equipment or software for type of document, Compile data, statistics and other information, Prepare invoices and bank deposits, Provide general information to clients and

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the public, Order supplies and maintain inventory, Photocopy and collate documents for distribution, mailing and filing

Security and Safety: Bondable, Basic security clearance, Criminal record check

Work Conditions and Physical Capabilities: Fast-paced environment, Work under pressure, Tight deadlines, Repetitive tasks, Combination of sitting, standing, walking, Walking, Bending, crouching, kneeling

Transportation/Travel Information: Own transportation, Public transportation is available

Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning

Employer: James McTamneys & Co Inc

How to Apply:

By Mail:

139 Church St
Toronto, Ontario
M5B 1Y5

In Person between 9:00 and 17:00:

139 Church St
Toronto, Ontario
M5B 1Y5

By Fax: (416) 360-6595

By E-mail: mctamneys@rogers.com

Online: <http://www.mctamneys.com>

Web Site: <http://www.mctamneys.com>

Advertised until: 2011/06/06

Data Entry/Customer Service

Job Number: 5726731

Title: Data entry clerk (Data Entry Clerk/Research Assistant) (**NOC: 1422**)



NEWCOMER WOMEN'S SERVICES TORONTO

Terms of Employment: Temporary, Full Time, Day

Salary: \$18.00 Hourly for 35 hours per week

Anticipated Start Date: 2011/07/04

Location: York-Weston / Dufferin-St.Clair, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school

Experience: No experience

Languages: Speak English, Read English, Write English

Work Setting: Health services

Business Equipment and Computer Applications: Windows, General office equipment, Electronic mail, Word processing software, Spreadsheet software, Data analysis software, Presentation software, Internet browser

Area of Specialization: Statistics

Typing (Words Per Minute): 0 - 40 wpm

Data Entry (Strokes Per Hour): 0 - 10,000 sph

Type of Data Entry: Alpha, Numeric, Alpha-numeric

Specific Skills: Enter data according to specified format, Verify accuracy and completeness of data, Update and maintain databases, Perform general office duties

Employer: Dr. Miriam Grushka Dentistry Corporation

How to Apply:

By E-mail: dr.mgrushka@gmail.com

Web Site: <http://www.freewebs.com/mgrushka/>

Advertised until: 2011/05/30

Job Number: 5709539

Title: Data entry operator (**NOC: 1422**)

Terms of Employment: Temporary, Full Time



NEWCOMER WOMEN'S SERVICES TORONTO

Salary: \$12.00 Hourly for 35 hours per week

Anticipated Start Date: As soon as possible

Location: Toronto Centre, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school

Experience: Will train

Languages: Speak English, Read English, Write English

Business Equipment and Computer Applications: Windows, Electronic mail, Word processing software, Spreadsheet software, Database software, Internet browser

Specific Skills: Enter data according to specified format, Transfer data between software, Verify accuracy and completeness of data, Update and maintain databases

Work Conditions and Physical Capabilities: Fast-paced environment, Repetitive tasks

Essential Skills: Document use, Computer use

Other Information: Entering the research data gathered by the research team. This is a contract position for approximately 1 month.

Employer: Millennium Research Group

How to Apply:

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

Contact Name: Leigh Chappell

Online: <http://www.mrg.net/Careers.aspx>

Business Profile: MRG is a rapidly growing research and consulting firm specializing in the healthcare industry.

Web Site: <http://www.mrg.net/Careers.aspx>

Advertised until: 2011/05/20

Job Number: 5731872



NEWCOMER WOMEN'S SERVICES TORONTO

Title: Inbound customer service representative (NOC: 1453)

Terms of Employment: Permanent, Full Time, Shift, Weekend, Day, Evening

Salary: \$12.00 Hourly for 37.5 hours per week, Bonus, Other Benefits, Medical Benefits, Dental Benefits, Group Insurance Benefits

Anticipated Start Date: 2011/06/20

Location: Toronto, Ontario (35 vacancies)

Skill Requirements:

Education: Completion of high school

Credentials (certificates, licences, memberships, courses, etc.): Not required

Experience: 1 year to less than 2 years

Languages: Speak English, Read English

Work Setting: Private sector

Business Equipment and Computer Applications: Windows

Specific Skills: Answer inquiries and provide information to customers, Explain the type and cost of services offered, Sell merchandise, Receive payments, Receive and log complaints, Investigate complaints, Arrange for refunds and credits, Access and process information

Security and Safety: Bondable, Criminal record check, Credit check

Work Conditions and Physical Capabilities: Fast-paced environment, Manual dexterity, Attention to detail

Transportation/Travel Information: Public transportation is available

Essential Skills: Reading text, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Finding information, Computer use

Employer: D+H Limited Partnership

How to Apply:

Online: <http://www.dhltd.com>



NEWCOMER WOMEN'S SERVICES TORONTO

Web Site: <http://www.dhltd.com>

Advertised until: 2011/06/14

Health care/Personal Support Worker

Job Number: 5733445

Title: Personal support worker - home support (PSW - facilities and private clients - North York) (NOC: 6471)

Terms of Employment: Casual, Part Time, On Call, Shift, Weekend, Day, Night, Evening

Salary: \$12.25 Hourly for 35 hours per week

Anticipated Start Date: As soon as possible

Location: Toronto North, Ontario (50 vacancies)

Skill Requirements:

Education: Completion of college/CEGEP/vocational or technical training

Credentials (certificates, licences, memberships, courses, etc.): First Aid Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, Personal Support Worker Certificate, Not required

Experience: No experience

Languages: Speak English, Read English, Write English

Type of Clientele: Children, Adolescents, Convalescent, Seniors, Elderly, Persons with a mental health disability, Persons with an intellectual disability, Persons with a disability, Terminally ill, Female, Male

Children's Ages: Newborn, 3 months to 1 year, Toddler to pre-school (1 - 3 years), Kindergarten age (4 - 5 years), School age (6 - 12 years), Over 12 years

Specific Skills: Prepare, cook and serve meals, Plan menus for special diets, Shop for food and household supplies, Launder clothing and household linens, Mend clothing and linens, Perform light housekeeping and cleaning, Maintain household records and budgets, Assume full responsibility for household (in absence of householder), Teach homemaking or life skills, Provide personal care, Provide companionship, Care for individuals and families, Supervise and care for children, Assist clients in water (i.e. pool), Administer bedside and personal care, Feed or assist in feeding, Demonstrate infant care to new parents, Change non-sterile dressings, Collect specimens, Assist clients to walk, Aid clients with bathing and other aspects of personal hygiene, Care for foster children, Consult foster parent agency supervisors for advice and when problems arise

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Work Location Information: Work in employer's/client's home

Transportation/Travel Information: Willing to travel

Work Conditions and Physical Capabilities: Work under pressure, Repetitive tasks, Handling heavy loads, Physically demanding, Sitting, Combination of sitting, standing, walking, Standing for extended periods, Walking, Bending, crouching, kneeling

Security and Safety: Bondable, Criminal record check, Medical exam

Other Languages: Arabic, Cantonese, German, Italian, Japanese, Korean, Mandarin, Polish, Portuguese, Punjabi, Russian, Spanish, Ukrainian, Vietnamese

Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Continuous learning

Employer: NHI Nursing & Homemakers Inc.

How to Apply:

By Mail:

2347 Kennedy Rd., suite 204
Toronto, Ontario
M1T 3T8

By Fax: (416) 754-4014

By E-mail: admin@nhihealthcare.com

Business Profile: Employment of medical/ dental workers in a health care settings

Web Site: <http://www.nhihealthcare.com>

Advertised until: 2011/05/31

Job Number: 5733999

**Title: Personal support worker - home support
(NOC: [6471](#))**

Terms of Employment: Permanent, Full Time, Weekend, Day, Evening

Salary: \$13.00 Hourly for 20 hours per week

Anticipated Start Date: As soon as possible



Location: Etobicoke, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school

Credentials (certificates, licences, memberships, courses, etc.): First Aid Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, Personal Support Worker Certificate

Experience: 1 year to less than 2 years

Languages: Speak English, Read English, Write English

Type of Clientele: Seniors, Elderly, Persons with a mental health disability, Persons with an intellectual disability, Persons with a disability, Terminally ill, Female, Male

Specific Skills: Prepare, cook and serve meals, Shop for food and household supplies, Launder clothing and household linens, Mend clothing and linens, Perform light housekeeping and cleaning, Maintain household records and budgets, Teach homemaking or life skills, Provide companionship, Care for individuals and families, Administer bedside and personal care, Feed or assist in feeding, Change non-sterile dressings, Assist clients to walk, Aid clients with bathing and other aspects of personal hygiene

Work Location Information: Work in employer's/client's home

Transportation/Travel Information: Own transportation, Willing to travel, Willing to travel regularly

Work Conditions and Physical Capabilities: Combination of sitting, standing, walking, Standing for extended periods, Bending, crouching, kneeling

Security and Safety: Bondable, Criminal record check, Tuberculosis test

Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning

Other Information: One time interview in Toronto (North York) is required.

Employer: AgTa Home Health Care and Nursing Inc.

How to Apply:

Contact Name: Anna

By Fax: (416) 630-4814

By E-mail: jobs@agtahomecare.com

Business Profile: Home care Service Provider



NEWCOMER WOMEN'S SERVICES TORONTO

Web Site: <http://www.agtahomecare.com>

Advertised until: 2011/06/16

Job Number: 5723833

Title: Personal support worker - home support (Community Outreach) (NOC:6471)

Terms of Employment: Permanent, Part Time, On Call, Weekend, Day, Night, Evening

Salary: \$14.37 Hourly for 29.5 hours per week, As per collective agreement

Anticipated Start Date: As soon as possible

Location: GTA, Ontario (3 vacancies)

Skill Requirements:

Education: Completion of high school, Completion of college/CEGEP/vocational or technical training

Credentials (certificates, licences, memberships, courses, etc.): First Aid Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, Home Support Attendant Certificate, Personal Support Worker Certificate

Experience: 2 years to less than 3 years

Languages: Speak English, Read English, Write English

Type of Clientele: Persons with a disability

Specific Skills: Prepare, cook and serve meals, Perform light housekeeping and cleaning, Provide personal care, Administer bedside and personal care, Feed or assist in feeding, Aid clients with bathing and other aspects of personal hygiene

Work Location Information: Work in employer's/client's home

Transportation/Travel Information: Own transportation, Willing to travel, Willing to travel regularly

Work Conditions and Physical Capabilities: Work under pressure, Combination of sitting, standing, walking, Bending, crouching, kneeling

Security and Safety: Criminal record check

Essential Skills: Reading text, Document use, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Continuous learning

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Other Information: Promoting Independence, self-reliance and full-community participation. Attendants are required to provide service across Toronto and GTA. Community Outreach experience an asset.

Employer: Canadian Paraplegic Association Ontario

How to Apply:

By Fax: (416) 645-3265

By E-mail: hr@cpaont.org

Business Profile: The Canadian Paraplegic Association is a non-profit organization dedicated to assist people with spinal cord injuries and other physical disabilities achieve independence, self-reliance, and full community participation.

Web Site: <http://www.cpaont.org>

Advertised until: 2011/05/26

Job Number: 5718733

**Title: Personal support worker - home support
(NOC: 6471)**

Terms of Employment: Temporary, Full Time, Night

Salary: To be negotiated

Anticipated Start Date: 2011/06/01

Location: Toronto (East), Ontario (1 vacancy)

Skill Requirements:

Education: Completion of college/CEGEP/vocational or technical training

Credentials (certificates, licences, memberships, courses, etc.): Personal Support Worker Certificate

Experience: 2 years to less than 3 years

Languages: Speak English, Read English, Write English

Type of Clientele: Persons with a mental health disability, Female



Specific Skills: Prepare, cook and serve meals, Perform light housekeeping and cleaning, Maintain household records and budgets, Assume full responsibility for household (in absence of householder), Teach homemaking or life skills, Provide personal care, Provide companionship, Administer medications, Aid clients with bathing and other aspects of personal hygiene

Work Location Information: Work in employer's/client's home

Transportation/Travel Information: Public transportation is available

Work Conditions and Physical Capabilities: Combination of sitting, standing, walking

Security and Safety: Bondable, Criminal record check

Other Languages: Cantonese, Mandarin

Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Finding information, Computer use, Continuous learning

Employer: Margaret Frazer House

How to Apply:

By Mail:

301 Broadview Ave.

Toronto, Ontario

M4M 2G8

By Fax: (416) 461-4866

By E-mail: anna@margaretfrazerhouse.org

Business Profile: Margaret Frazer House provides a variety of housing and support services for women ages 18+ and experiencing mental illness.

Web Site: <http://www.margaretfrazerhouse.org>

Advertised until: 2011/05/20

Job Number: 5716580

Title: Personal care provider - home care (24 Hour live-in)
(NOC: 6471)

Terms of Employment: Casual, Part Time, Shift, Weekend, Day, Night, Evening

Salary: To be negotiated

Anticipated Start Date: As soon as possible

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Location: Toronto East, Ontario (2 vacancies)

Skill Requirements:

Education: Completion of high school, Completion of college/CEGEP/vocational or technical training

Credentials (certificates, licences, memberships, courses, etc.): First Aid Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, Personal Support Worker Certificate

Experience: 1 year to less than 2 years

Languages: Speak English, Read English, Write English

Type of Clientele: Convalescent, Seniors, Elderly, Female, Male

Specific Skills: Prepare, cook and serve meals, Shop for food and household supplies, Launder clothing and household linens, Perform light housekeeping and cleaning, Provide personal care, Provide companionship, Administer bedside and personal care, Feed or assist in feeding, Assist clients to walk, Aid clients with bathing and other aspects of personal hygiene

Work Location Information: Work in employer's/client's home, Urban area

Transportation/Travel Information: Public transportation is available

Work Conditions and Physical Capabilities: Repetitive tasks, Physically demanding, Combination of sitting, standing, walking, Bending, crouching, kneeling

Security and Safety: Bondable, Criminal record check, Immunization records

Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Continuous learning

Employer: Home Instead Senior Care

How to Apply:

By Fax: (647) 288-0777

By E-mail: info@seniorservice.ca

Business Profile: Home Instead Senior Care. Non-medical providing companionship, meal prep., light housekeeping, personal care, errands and medication reminders.

Advertised until: 2011/05/20

Education

Job Number: 5690831

Title: Early childhood assistant (**NOC: 4214**)

Terms of Employment: Permanent, Part Time, Day

Salary: \$10.75 Hourly for 20 hours per week

Anticipated Start Date: 2011/06/06

Location: Toronto Centre, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school

Credentials (certificates, licences, memberships, courses, etc.): First Aid Certificate, Not required

Experience: Experience an asset

Languages: Speak English, Read English, Write English

Work Setting: Child care centre, Day-care centre

Children's Ages: Newborn, 3-11 months, 1 year

Early Childhood Education Skills: Provide supervision and guidance of daily activities, field trips and special activities, Provide opportunity for creative expression through the mediums of art, dramatic play and music

Early Childhood Educator Assistant Skills: Bathe, diaper and feed infants and toddlers, Conduct and monitor activity programs designed for young children, Prepare craft materials and assist children to use them, Guide children in development of proper eating, dressing and toilet habits, Prepare and serve snacks, Observe children and report on observations to supervisor, Discuss progress and problems of children at staff meetings

Additional Skills: Assist in housekeeping duties, Light cleaning duties

Security and Safety: Criminal record check, Immunization records, Tuberculosis test

Work Conditions and Physical Capabilities: Repetitive tasks, Physically demanding, Attention to detail, Combination of sitting, standing, walking, Bending, crouching, kneeling



NEWCOMER WOMEN'S SERVICES TORONTO

Work Site Environment: Outdoors, Non-smoking, Air conditioned

Transportation/Travel Information: Public transportation is available

Work Location Information: Urban area

Essential Skills: Reading text, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Continuous learning

Employer: Kinder College Early Learning Centre

How to Apply:

By E-mail: hr@kindercollege.ca

Advertised until: 2011/05/28

Job Number: 5732350

Title: Early childhood educator (Registered Early Childhood Educator) (NOC:4214)

Terms of Employment: Permanent, Full Time

Salary: \$18.93 Hourly for 40 hours per week, Other Benefits, As per collective agreement, Medical Benefits, Dental Benefits, Life Insurance Benefits, Group Insurance Benefits

Anticipated Start Date: As soon as possible

Location: Toronto, ON, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of college/CEGEP/vocational or technical training

Credentials (certificates, licences, memberships, courses, etc.): Early Childhood Education Diploma or Degree, Cardiopulmonary Resuscitation (CPR) Certificate, First Aid Certificate, Montessori Early Childhood Teacher Certificate

Experience: No experience

Languages: Speak English, Read English, Write English

Work Setting: Child care centre



Early Childhood Education Skills: Plan and develop child care and nursery school programs, Provide supervision and guidance of daily activities, field trips and special activities, Provide opportunity for creative expression through the mediums of art, dramatic play and music, Assess the developmental level of children, Prepare progress reports and discuss with parents and other staff members, Knowledge of Day Nurseries Act, Knowledge of licensing regulations, Establish guidelines for behaviour

Additional Skills: Supervise staff, trainees or volunteers, Assist in maintaining records of children, Maintain day care supplies and equipment, Leadership skills, Interpersonal skills, Light cleaning duties

Security and Safety: Criminal record check, Medical exam, Immunization records

Work Conditions and Physical Capabilities: Repetitive tasks, Attention to detail, Combination of sitting, standing, walking, Bending, crouching, kneeling

Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Continuous learning

Employer: Ideal Child Services Group

How to Apply:

By E-mail: sonia.mojtahedi@icsg.ca

Web Site: <http://www.icsg.ca/employment.htm>

Advertised until: 2011/06/10

Job Number: 5725605

Title: Early childhood educator (Summer Family Resource Centre Assistant) (NOC: 4214)

Terms of Employment: Seasonal, Full Time, Day

Salary: \$10.50 Hourly for 32 hours per week

Anticipated Start Date: 2011/06/13

Location: Toronto Centre, Ontario (1 vacancy)

Skill Requirements:

Education: Completion of high school, Some college/CEGEP/vocational or technical training, Some university



Credentials (certificates, licences, memberships, courses, etc.): Cardiopulmonary Resuscitation (CPR) Certificate, First Aid Certificate

Experience: 1 year to less than 2 years

Languages: Speak English, Read English, Write English

Children's Ages: Newborn, 3-11 months, 1 year, 2 years, 3 years, 4 years, 5 years

Early Childhood Education Skills: Plan and develop child care and nursery school programs, Provide supervision and guidance of daily activities, field trips and special activities, Provide opportunity for creative expression through the mediums of art, dramatic play and music

Early Childhood Educator Assistant Skills: Conduct and monitor activity programs designed for young children, Prepare craft materials and assist children to use them, Prepare and serve snacks

Additional Skills: Assist in maintaining records of children, Maintain day care supplies and equipment, Assist in housekeeping duties, Leadership skills, Interpersonal skills, Light cleaning duties

Security and Safety: Criminal record check

Work Conditions and Physical Capabilities: Attention to detail

Work Site Environment: Outdoors, Non-smoking, Air conditioned

Transportation/Travel Information: Own transportation, Public transportation is available

Essential Skills: Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Job task planning and organizing, Finding information, Computer use, Continuous learning

Other Information: Conditions of funding require that applicants be attending full-time school in 2010-2011 (high school, college or university) and returning to full-time school in September 2011.

Employer: Central Eglinton Community Centre

How to Apply:

Contact Name: Leanna Tuba

By Fax: (416) 392-0514

By E-mail: familyprograms@centraleglinton.com



Business Profile: Central Eglinton Community Centre is a community centre in North Toronto offering programs and services to families, seniors, school-age children and the general public: family resource centre, summer day camps, and more.

Web Site: <http://www.centraleglinton.com>

Advertised until: 2011/05/27

Job Number: 5684120

**Title: Early childhood educator (REGISTERED E.C.E.)
(NOC: 4214)**

Terms of Employment: Permanent, Part Time leading Full Time, Day

Salary: To be negotiated

Anticipated Start Date: As soon as possible

Location: SCARBOROUGH, Ontario (6 vacancies)

Skill Requirements:

Education: Some college/CEGEP/vocational or technical training, Completion of college/CEGEP/vocational or technical training

Credentials (certificates, licences, memberships, courses, etc.): Early Childhood Education Diploma or Degree, Cardiopulmonary Resuscitation (CPR) Certificate, First Aid Certificate

Experience: Experience an asset

Languages: Speak English, Read English, Write English

Work Setting: Child care centre, Day-care centre

Security and Safety: Criminal record check, Immunization records

Other Information: Please let us know if you can provide Assistance to SPECIAL NEED CHILDREN.

Employer: Eli Razaghi o/a SUPPORT ON THE WAY

How to Apply:

By Phone: between 9:00 and 19:00: (416) 822-4405



NEWCOMER WOMEN'S SERVICES TORONTO

Advertised until: 2011/05/25

Job Number: 5724750

Title: Child-care worker assistant (Pre-School Program Worker) (NOC: 4214)

Terms of Employment: Seasonal, Full Time, Weekend, Day, Evening

Salary: \$10.25 Hourly for 35 hours per week

Anticipated Start Date: 2011/06/30

Location: TBD, Ontario (2 vacancies)

Skill Requirements:

Education: Some college/CEGEP/vocational or technical training, Some university

Credentials (certificates, licences, memberships, courses, etc.): Cardiopulmonary Resuscitation (CPR) Certificate, First Aid Certificate

Experience: 7 months to less than 1 year

Languages: Speak English, Read English, Write English

Early Childhood Education Skills: Plan and develop child care and nursery school programs, Provide supervision and guidance of daily activities, field trips and special activities

Early Childhood Educator Assistant Skills: Prepare craft materials and assist children to use them

Security and Safety: Basic security clearance

Other Information: Other languages is an asset. Be a positive role model and a team player. Student returning to post-secondary studies preferred

Employer: Juliette's Place

How to Apply:

By Mail:

31 Tapscott Road P.O. Box 37529
Scarborough, Ontario
M1B 5P9

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Advertised until: 2011/05/27

Social Service

Tamil Seniors' Day Program Assistant – Part-time

Reports To: Manager, Community Support Programs

The Tamil Senior's day program serves Tamil speaking seniors with a focus on health promotion and wellness. The program assistant will support the Case Managers with facilitating two weekly drop-in sessions. The position is currently two days (14 hours) per week. Student applicants are welcome.

Education, Knowledge and Skills Required

- The candidate must speak Tamil and the ability to read and write in Tamil is an asset
- A degree/diploma and/or equivalent experience in a social services or health care field
- Knowledge and experience dealing with the issues impacting the mental and physical health of older adults
- Experience working with groups
- Experience working with people from diverse racial and cultural backgrounds; demonstrated ability to work within an anti-racism, anti-oppression framework
- Demonstrated ability to build and foster excellent working relationships with older adults
- Excellent interpersonal skills, supportive counseling skills and a demonstrated ability to work collaboratively with stakeholders and the community at large
- Sound judgment and problem solving skills
- Basic computer knowledge and experience

Group facilitation skills with seniors and their families is an asset.

There may be driving involved in the position and a car is an asset.

Please forward your resume by Tuesday, May 31st to:

The Hiring Committee
Toronto North Support Services
132 Railside Road, Unit 2
Toronto, Ontario, M3A 1A3

Email: linam@tnss.ca or fax: (416) 640-2817.

Please mention that you saw this listing at CharityVillage.com

Toronto North Support Services is a workplace that is characterized by respect, choice and inclusion. We strive to foster a workplace that reflects the diversity of the community we serve

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and welcome applications from all qualified applicants. We encourage application from those who are consumers of mental health services.

Shelter Support Worker - Second Stage Housing Counsellor, 1st Stop Woodlawn

YWCA Toronto is an association of diverse and caring women dedicated to improving the lives of women and girls through dynamic leadership, advocacy and a range of unique and essential services that promote personal growth and economic independence.

There are six main components to the service delivered by 1st Stop Woodlawn Shelter. The program provides: 1) 22 shelter beds to young women (16 – 25 years of age); 2) 22 shelter beds to women 26 years and older; 3) 6 rooms in Second Stage Supportive Housing for mature and/or senior women and 6 second stage rooms for young women not ready for independent living; 4) advocacy referral and support to residents in the Housing Help program and Hostel to Homes program who have moved into the community; 5) aftercare to residents and their children providing support through group work, counselling and connecting women to supports through the Transitional Support Program; 6) housing and support for women with mental health issues through the Ministry of Health Rent Supplement program.

Reporting to the Manager of 1st Stop Woodlawn Shelter, the Shelter Support Worker-Second Stage Housing Counsellor is a specialist in the area of 2nd Stage Housing support and issues that senior homeless women face. This position is responsible for working within a collaborative team to provide meaningful and relevant services within a theoretical feminist framework that includes a working knowledge of the dynamics and effects of trauma and oppression. She also acts as a resource to staff and clients and is responsible for providing a full range of services which includes crisis counselling and the development, implementation and evaluation of workshops.

You will have: in-depth knowledge of an academic discipline normally acquired through completion of a clinically supervised undergraduate degree (e.g. BSW); an analytical framework that identifies clients' relation to social systems and the demonstrated practical application of this framework; 1 to 3 years experience in client centered counselling to at risk and/or homeless women; working knowledge of harm reduction principles and practice; knowledge of community resources and supports focused on seniors; in-depth knowledge of the dynamics of woman abuse and trauma within an anti-oppression framework; Life Skills Certificate or equivalent; demonstrated experience in the development, delivery and evaluation of workshops and groups; experience delivering culturally sensitive services in a multicultural environment; excellent communication and interpersonal skills; completion of Hostel Services Shelter Standards; proficiency in Microsoft Word and e-mail; Internet skills; knowledge and understanding of mental health issues, advocacy, refugee and immigration issues; a certificate in trauma counselling would be an asset; knowledge of a second language and/or culture would be an asset. Core Competencies: engage in a self reflective and collaborative practice that is non-judgmental

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and compassionate and reflects the mission of YWCA Toronto; incorporate principles of anti-oppression and equity in responding to the service needs of women and children and work toward removing systemic barriers to independence and wellbeing; demonstrate respect, consideration and acceptance of the opinions of others while expressing her own expertise and effectively utilizing relevant resources and specialists; consistently collaborate with team members, sharing ideas and differences openly; be receptive to new ideas and adapt to change as necessary; value the contribution of others and take action to strengthen partnerships and support others to achieve effective outcomes; take action to avoid or solve problems and create opportunities for positive change; demonstrate commitment to ongoing personal and professional development.

The hours of work for this position are 35 hours per week (rotating shifts; may be required to work occasional overnights; shares on-call responsibilities). The salary for this position is \$47,258 per annum (prorated to the length of the contract) (Level 6), plus comprehensive benefits.

Contract Start Date: June 13, 2011

Contract End Date: May 17, 2012

Please note: A police reference check is required by the successful candidate prior to hiring. YWCA is a unionized workplace. Staff are represented by CUPE Local 2189. This position is within the Bargaining Unit.

Submit cover letter and résumé by Monday, May 30, 2011 to: Pam Gawn, Manager of 1st Stop Woodlawn Shelter. YWCA Toronto. 80 Woodlawn Avenue East, Toronto, ON, M4T 1C1. FAX: (416) 923-1950

YWCA Toronto promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from women of all races, colours, ethnic origins, religions, abilities and sexual orientations.

While we thank all candidates for their interest, only those selected for an interview will be contacted. No telephone enquiries please.

YWCA Toronto is a perfume free environment.

Community Outreach Coordinator (Part-time Contract – 21 hours per week)

Mid-Toronto Community Services Inc. JOB POSTING

Position Objective:

The Community Outreach Coordinator will build awareness and increase the visibility of Mid-Toronto Community Services (MTCS) through a targeted communications/outreach strategy that will include building relationships with key stakeholders in the community and beyond.

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Responsibilities

Develop a comprehensive agency-wide communication/outreach plan which should include: media outlets, community groups/associations, community centres, libraries, business improvement associations, volunteers, etc.

Build the client base for all MTCS program and services

Make connections with other organizations beyond those MTCS already partners with in order to educate tangential agencies about our programs and services

Foster ongoing relationships with hospitals, other community agencies and individual caseworkers in order to make them aware of the services available at MTCS and refer seniors and ill adults to our programs and services

Develop and foster ongoing contact with relevant media sources including print, radio and television mediums

Create an education module (based on MTCS programs and services) and make presentations at appropriate venues (these could include: health fairs, seniors clubs, corporations (family members, friends or neighbours could benefit from MTCS), social work agencies)

Keeping a detailed record of people, organizations and/or groups contacted and referrals that happened as result of the outreach

Skills

Self motivated and able to work with minimum supervision

Highly organized with a strong ability to multi-task

Adept at arranging meetings and managing a meeting calendar

Excellent public speaking skills

Excellent written communication skills

Strong ability to build relationships with a variety of individuals

Detail oriented

To apply, send resume and cover letter by email, fax or mail to:

Laina Gibson, Director of Development

Mid-Toronto Community Services

192 Carlton Street

Toronto, ON M5A 2K8

Fax: (416) 962-5541

e-mail: humanresources@midtoronto.com

Deadline: Tuesday, May 31st, 2011

Persons from equity-seeking groups are strongly encouraged to apply and self-identify. No phone calls please, only applicants chosen for an interview will be contacted.