



Social Services Planner

Canada Summer Jobs (CSJ) #:	3879691
Location:	Ottawa, ON
Application Deadline:	2022 – 05- 31
Position Start Date:	2022 – 06- 20
Hours:	30 hrs./week

About our Organization:

The Ottawa Chinese Catholic Community - also known as Sheng Shen (Holy Spirit) Parish - is an active charitable organization whose purpose is to bring together the Chinese community in the Ottawa region and mobilize them in activities such as forming leaders and participating in liturgical, catechetical and social action. Established in 1955, our parish has since grown to over 150 members who participate on various committees responsible for implementing all programs and services alongside a team of 5 full time staff who oversee the day-to-day operations, administration, accounting and planning.

Our latest project is the building of a Pastoral Youth Centre which will be the first opportunity to create and house an inter-generational community and fellowship of youth and mature adults from various ethnic groups. The Centre would also serve as a key hub of interaction and activities for both its residents and communally with people living in the neighbourhood. Programs planned for the Centre would address a range of cultural, spiritual, and community needs, such as group learning opportunities, languages classes, interest focus groups, and recreational programs.

Nature of the Work:

Working closely with the parish members, the Social Services Planner is responsible for providing support in researching and planning the needs and programs of the residents of the Pastoral Youth Centre as well as the surrounding community.

Tasks & Responsibilities:

1. Research & perform a needs assessment for accommodation among college/university youths in the Ottawa area
2. Define recruitment criteria for Centre residents (under the guidance of the Pastoral Youth Centre Management Committee)
3. Research and define in-house programmes related to daily living at the Centre
4. Support promotion of the Pastoral Youth Centre to various target groups
5. Work together with the Project Administrative Officer to document and report findings

Qualifications/Expertise:

- Completion of or current enrolment in a post-secondary program in Social Services or related field in a recognized University/College;
- Experience working with youth or seniors is a strong asset;
- Experience working in a multi-disciplinary team a strong asset;
- Strong computer skills;
- Ability to work independently as well as a part of a team;
- Strong working knowledge of English with a proficiency in a second language such as French, Chinese or Arabic is an asset.

Other Requirements:

This position is funded by the Government of Canada through the Canada Summer Jobs program. As such this posting must abide by the CSJ Articles of Agreement. (<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/agreement.html>)

To be eligible for the program, job applicants should meet the following criteria:

- Is between 15 and 30 years of age (inclusive) at the start of employment;
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act* and;
- Have a valid Social Insurance Number at the start of the employment and be legally entitled to work in Canada in accordance with relevant or territorial legislation and regulations.

How to Apply:

To apply for this position, please email a cover letter and résumé to:

parishoffice@ottawachinesecatholic.org with the subject – “ATTN: Angelina Lo – CSJ Application for Social Services Planner”

Note: We thank all candidates for their interests. However, only those selected for interviews will be contacted.