



Lanark County is seeking a competent dynamic student to fill the following **SUMMER STUDENT** opportunity in the Social Housing Department.

SOCIAL SERVICES STUDENT (HOUSING)
(Posting #SS2019-003)

MANDATE:

Under the direction of the Housing Support Supervisor, the Social Services Student will assist with Social Housing office operations during the summer months.

QUALIFICATIONS:

Must be a college or university student returning to school for the 2019-2020 academic year and be between the ages of 15 and 30 years (as per government grants). Excellent communication and interpersonal skills with the ability to work independently within a team environment. Preference will be given to candidates in the Social Services Worker program. Must possess the ability to maintain the confidentiality of all Housing Services clients during and following employment with Lanark County. Must possess excellent computer skills including the ability to work with various Microsoft Office program. Previous clerical experience and a driver's license is considered an asset. Must meet job demands, physical and cognitive.

CONDITIONS OF EMPLOYMENT:

Successful candidates will be required to supply a satisfactory Criminal Records Check.

The date of opening is May 6, 2019 to approximately August 30, 2019, 35 hours per week, Monday to Friday 8:00 a.m. to 4:00 p.m. at the Smiths Falls Office at 52 Abbott Street North, Smiths Falls, Ontario. This is a Non Union position and the salary range is \$14.00 per hour of the 35 hour 2019 Non Union Salary Grid.

The Lanark County employee slogan is "Working Together to Achieve Greatness." If you embrace this ideal and you meet the position qualifications outlined above, **we look forward to receiving a detailed résumé no later than Thursday, February 21st, 2019 to** Lanark County Administration Building, Human Resources, 99 Christie Lake Road, PERTH, ON, K7H 3C6; Fax #: 613-267-2539; Email: ssjobs@lanarkcounty.ca

When emailing your application, please ensure your cover letter, résumé and any other related documents are submitted in one file preferably MSWord (.doc or .docx) or Adobe (.pdf).

**Email subject line should include
your "name" and job posting number "SS2019-003"**

Example: Jane/John Doe SS2019-003

Lanark County is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the County's goods, services and facilities. **If contacted for an employment opportunity, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.**

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Note: Personal information collected from applications is collected under the authority of the Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Human Resources Department at the address indicated above.