

JOB DESCRIPTION



Position Details

Date of Posting	June 1 2026
Date of Closing	June 8 2026
Job Title	Community and Social Services Worker (Temporary Full-Time)
Program	Nova Transition House
Classification	Canada Summer Jobs Placement
Reports To	Housing Manager
Hours of Work	35 hours per week (Monday–Friday; may include evenings and/or weekends)
Pay Rate	\$22.00/hr plus 10.6% in lieu of vacation and statutory holidays)
Location	Nova Transition House (some travel may be required)
Term	June 8, 2026 – August 3, 2026 (8 weeks)
Union Status	Temporary Canada Summer Jobs Placement

Summary

The Community and Social Services Worker (Temporary Full-Time) support Nova Transition House in enhancing program operations, community engagement, client support activities, and resource coordination for women and children accessing transitional housing and support services.

Working under the guidance of Nova House leadership and designated staff, the role assists with program-related activities, wellness initiatives, administrative support, community resource development, and general support services that contribute to a safe, welcoming, and supportive environment for residents.

This position is intended to provide meaningful work experience and exposure to the community social services sector through the Canada Summer Jobs program.

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Key Duties and Responsibilities

- Assist staff with organizing and maintaining program resources, informational materials, and wellness-related activities for residents.
- Support day-to-day program operations through administrative assistance, preparation of materials, data entry, filing, and updating resource information.
- Assist with community engagement activities, outreach initiatives, and preparation of awareness or educational materials related to women's wellness, safety, and community supports.
- Support staff in coordinating recreational, educational, and wellness-focused activities for women and children residing at Nova Transition House.
- Assist in maintaining organized shared spaces, resource areas, donation inventory, and program supplies.
- Conduct community-based research to help update referral resources, housing supports, and community service information.
- Support program staff with non-clinical client-related tasks as assigned and appropriate within the scope of the temporary role.
- Participate in team meetings, training opportunities, and program orientation activities.
- Maintain confidentiality and professionalism while interacting with residents, staff, volunteers, and community partners.
- Perform other related duties as assigned by supervisor/s.

Qualifications

- Between 19 and 30 years of age.
- A Canadian citizen, permanent resident, or someone who has been granted refugee protection in Canada and legally entitled to work in Canada with a valid SIN.
- Interest in community social services, women's support services, housing support, or non-profit work.
- Previous volunteer, work, or educational experience in social services, community support, childcare, youth work, or related areas is considered an asset.

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- Demonstrated ability to work respectfully with individuals from diverse cultural, social, and economic backgrounds.
- Strong interpersonal, organizational, and communication skills.
- Ability to maintain confidentiality and professional boundaries.
- Strong written and verbal communication skills in English.
- Cantonese and/or Mandarin language skills are considered assets.
- Valid BC Driver's License and access to a vehicle is considered an asset.

How to Apply

Please submit your resume and cover letter to:

Human Resources

120-7000 Minoru Blvd, Richmond BC V6Y 3Z5

Email: hr@chimoservices.com