



JOB DESCRIPTION

- POSITION:** Project Support Worker (PSW)
- LOCATION:** 2001 St-Laurent Boulevard
Montreal, Quebec H2X 2T3
- REPORTS TO:** Executive Director / or designate
- TYPE OF POSITION:** Wage-based
- WORK SCHEDULE:** **37.5 hours per week** (7.5 hours per day)
Monday through Friday
9:00am to 5:00 pm (flexible)
Weekends (variable)
Will attend meetings or functions outside normal work hours as required
Will travel where required to functionally meet work related obligations
Periodic overtime may be required
- SALARY RANGE:** Established within the framework of the contribution agreement (CA) or if core funded based on education and experience, progressively positive personnel evaluations, and achievement of annual work plan goals / objectives.
- REMUNERATION:** \$17.00/hr
- RESPONSIBILITY:** The intern is under the supervision of the Services Coordinator and is primarily responsible for providing support to project staff.
- FUNCTIONS:**
- Assist staff in project support functions and general/service delivery;
 - Develop in-depth knowledge of organizational operations;
 - Identify and refer clients to appropriate internal and external resources;
 - Receive and direct visitors to appropriate area and respond to telephone inquiries;
 - Monitor safety and security of clients and staff while ensuring enforcement of rules;
 - Promote and develop a sense of teamwork and responsibility;
 - Develop and maintain strong knowledge of various social issues affecting the urban Indigenous community
 - Coordinate incoming calls and mail distribution;
 - Active participation in special activities, events, and workshops as required;
 - Other tasks as designated by the Executive Director
- WORKING RELATIONSHIPS:** Internal: Contact with other staff;
External: Contact with general public
- EVALUATION OUTCOMES:**
- Demonstrates the necessary capacity, knowledge and skills to carry out duties responsibly, professionally while utilizing tact and discretion;
 - Demonstrates commitment to quality service and the highest standards of excellence;
 - Demonstrates capacity to learn new skills and assume responsibility for tasks;
- QUALIFICATIONS:** Knowledge of urban Indigenous social issues;
Motivated and enthusiastic team player;
Capable of manual labour;
Reliable, punctual, honest, professional;
Highly flexible and adaptable;
Bilingualism an asset but not necessarily mandatory;
An Indigenous language is a definite asset;
Aptitude to develop interpersonal and leadership skills;
Demonstrated diplomacy, tact and judgement;
Highly flexible and adaptable;
Good problem solving and conflict resolution skills;

PLEASE FORWARD YOUR RESUME AND COVER LETTER to:

Native Friendship Centre of Montreal Inc.
2001, blvd St-Laurent
Montreal, QC H2X 2T3
info@nfcm.org
Fax: 514.499.9436
<https://nfcm.org/en/>

Applications will not be accepted beyond the closing date.
Only those applicants selected for an interview will be contacted.
Preference will be given to Aboriginal (First Nations, Métis, Inuit) applicants but all are encouraged to apply.