

The Jean Tweed Centre



For Women & Their Families

Volunteer Description – GAIN Q3 Administration Volunteer The Jean Tweed Centre

Title:

GAIN Q3 Administration Volunteer

Department:

Intake

Reports to:

Jana Crawford, Intake Coordinator

Purpose:

To assist with the self-administration of the GAIN Q3, a computer-administered assessment for clients

Location:

The Jean Tweed Centre, 215 Evans Avenue, Toronto.

Qualifications:

Some experience in social services or social work (educational and/or work experience); good knowledge of computers; professional and approachable manner, patience, ability to stay calm and problem solve under pressure, dependability.

Key Responsibilities:

- *Provide a warm, welcoming and supportive presence to clients of the Centre*
- *Provide administrative support such as photocopying assessment materials, room set up, collecting and organizing paperwork.*
- *Assist clients with the administration of various screening and assessment measures, including the GAIN Q3, a standardized assessment tool.*
- *Support clients to troubleshoot and resolve technical problems if they arise.*
- *As needed and under the guidance of staff, provide brief emotional support to clients*

Is this position Client facing?

Yes

Time Commitment:

3 Tuesdays per month for up to 3.5 hours each time (12:30pm to 3:30 or 4:00), for a minimum of three months. Position is subject to renewal after this time depending on program needs.

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Length of Appointment:

The anticipated start date is February or March 2018. The volunteer position is assigned to 3 Tuesdays per month for a period of three months. The supervisor will let the volunteer know which specific dates they will be required for.

After three months, the volunteer may be reappointed for another three months at the discretion of the supervisor.

Support:

Training for this position, including sufficient training on the Q3 assessment, will be provided. In addition, intake staff will be available for questions and assistance.

Physical Requirements:

None

Dress Code:

Business Casual

Security Checks Required:

None

To apply for this posting

Submit your resume to Jana Crawford, Volunteer Coordinator, at janacrawford@jeantweed.com, with "GAIN Q3 Administration Volunteer" in the subject line of your email.