



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/08

Social Services Worker

Job ID	F7-5D-6E-36-8F-9C	
Web Address	https://careers.indigenous.link/viewjob?jobname=F7-5D-6E-36-8F-9C	
Company	Italian Canadian Assistance Inc. O/a Serving People Group	
Location	Toronto, Ontario	
Date Posted	From: 2019-07-26	To: 2020-01-22
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$22.25 / hour for 40 Hours / Week	
Languages	Italian, English	

Description

Location: 1337 St. Clair Ave. West, Toronto, ON

Vacancies: 1

Terms of employment: Permanent, Full time

Employment conditions: Overtime, Day

Working hours from 09:00 to 17:00

Personal Suitability

Ability to multitask, Excellent oral and written communication in Italian and English, Accurate, Client focus, Team player, Organized, Reliable

Business Equipment and Computer Applications

Accounting software, MS Excel, MS Word, Google Docs

Experience

2 years to less than 3 years in an Italian social services agency

Education Requirements

Secondary (high) school graduation certificate or equivalent experience

Essential Skills

â€¢ assess eligibility for social benefits of pensions included in Agreement on Social Security between Canada and Italy;

â€¢ advise and assist clients on all Canadian, Italian and any foreign social security matters, such as pensions, supplements, allowances, and annual certification of life;

â€¢ maintain contact with other social service and Italian agencies, i.e INPS, Agenzia delle Entrate, INAIL, Ministero del Tesoro, etc.;

â€¢ utilize Server Farm (CRM) database to manage clients and all social security activities;

â€¢ supervise social service support worker;

â€¢ previous work experience in an Italian social service environment;

â€¢ Schedule and confirm appointments using Google calendar;

â€¢ Answer telephone and electronic enquiries;

â€¢ Set up and maintain manual and computerized information filing systems;

â€¢ Complete application forms and other documents required for Italian social security requests;

â€¢ Open and distribute regular and electronic incoming mail;

â€¢ Prepare annual Italian and Canadian income tax

Work Environment

Fast-paced environment, attention to detail

Additional Skills

Train other workers

How to Apply

By email:

hrspgcanada@gmail.com

Intended job posting audience

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer will not consider your job application.

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/08

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Web Address	http://NewCanadianWorker.ca/viewjob?jobname=NCW000480	
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