



## JOB POSTING

Shelter Support Worker

Men's Shelter

**Full-Time - 12 hour shifts as part of an averaging agreement)**

May be used to fill multiple vacancies; permanent and contract

Must have flexible availability – day, night, evening, and weekend shifts

Wage Range: \$36,340-41,500 annually

(Salary based on working 2,000 hours per year)

### KEY RESPONSIBILITIES:

1. Monitor and interact with residents on all shifts, acting as part of the case management team and participating in the development and implementation of individualized case plans.
2. Maintain security of residents and buildings on all shifts.
3. Perform essential residential functions, e.g., intake, documentation and records and reporting.
4. Communicate with members of the case management team on issues regarding residents' stays.
5. Process information, both written and by computer.
6. Communicate with Manager, team and a variety of community resources.
7. Work with and provide direction to volunteers and students, providing support and instruction to ensure policies and procedures are followed.
8. Other duties as required to ensure the continuation of service to residents/clients.
9. Work safely, identify any health and safety concerns and report to management, and follow Mission Services workplace health and safety policies and procedures at all times.

### QUALIFICATIONS:

1. Social services diploma, addictions diploma or relevant experience.
2. Understanding of addictions issues and/or crisis shelter operation; experience working with homeless men and a second language are assets.
3. Strong interpersonal skills.
4. Must be able to work independently and effectively as part of a team.
5. Excellent written and verbal communication skills.
6. Minimum Ontario Secondary School Diploma.
7. Computer-literate; familiar with Microsoft Word and Excel.
8. Knowledge of workplace health & safety.
9. Second language is an asset.
10. Committed to upholding the organization's mission, values and standards

Mission Services is an equal opportunity employer

In accordance with the Accessibility for Ontarians with Disabilities Act, Mission Services is committed to accommodating individual needs of applicants with disabilities throughout the recruitment process. Please call Human Resources at 905-528-5100 Ext. 3115 or email at [ecowan@mission-services.com](mailto:ecowan@mission-services.com), if you require an accommodation to ensure your equal participation during the recruitment and selection process.

## **How to Apply**

*Please submit a résumé with cover letter by July 25<sup>th</sup>, 2018 to:*

**Program Coordinator – Men's Services**

**Mission Services of Hamilton**

**P.O. Box 368, Hamilton, ON L8L 7W2**

**Or**

**email to [rdasilva@mission-services.com](mailto:rdasilva@mission-services.com)**