



JOB POSTING

Men's Services

Shelter Support Worker – Contract Full Time

2 positions available – 12 months with the possibility of extension

12 hour shifts as part of an averaging agreement

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. Maintain a strict level of confidentiality.
6. Process information, both written and by computer.
7. Communicate with Director, Manager, team and a variety of community resources.
8. Work with and provide direction to volunteers and students, providing support and instruction to ensure policies and procedures are followed.
9. Other duties as required to ensure the continuation of service to residents/clients.
10. 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/concurrent disorders diploma or equivalent 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. Computer-literate; familiar with Microsoft Word and Excel; experience with HIFIS an asset.
7. Knowledge of workplace health & safety.
8. Second language is an asset.
9. Committed to upholding the organization's mission, values and standards.

REQUIRED TRAINING:

1. Basic and Hazard Specific Health & Safety Certification
2. WHMIS Training
3. Standard First Aid and CPR
4. Crisis Prevention

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, if you require an accommodation to ensure your equal participation during the recruitment and selection process.

Only those selected for an interview will be contacted, no phone calls please.

Please submit a résumé with cover letter by May 11th, 2018 to:

rdasilva@mission-services.com