



JOB POSTING
Men's Emergency Services
Men's Emergency Shelter
Relief Shelter Support Worker
2 Positions

(Must Have Flexible Availability – Days, Nights and Weekends, 12-Hour Shifts)

Wage: \$22.75 Per Hour

Posting No. MS0471

POSITION SUMMARY:

The Shelter Support Worker will work as part of a team to provide practical support and advocacy to male identified individuals from a client-centered, trauma-informed, harm-reduction and anti-racist anti-oppressive perspective.

KEY RESPONSIBILITIES:

- Monitor and interact with residents on all shifts, acting as part of the case management team and participate in the development and implementation of individualized case plans
- Maintain security of residents and buildings on all shifts
- Perform essential residential functions, e.g., intake, documentation and records and reporting
- Communicate with members of the case management team on issues regarding resident stays
- Process information, both written and by computer
- Communicate with manager, team and a variety of community resources
- Work with, and provide direction to, volunteers and students, providing support and instruction to ensure policies and procedures are followed
- 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
- Other duties as required to ensure the continuation of services to residents

QUALIFICATIONS:

- Successful candidates will hold at minimum a diploma in Social Service Work, Addictions Studies or a degree in Social Science
- Understanding of addictions issues and/or crisis shelter operation; experience working with homeless men
- Strong interpersonal skills
- Must be able to work independently and effectively as part of a team
- Excellent written and verbal communication skills
- Computer-literate; familiar with Microsoft Office
- Knowledge of workplace health & safety
- Committed to upholding the organization's mission, values and standards
- Second language is an asset

HOURS OF WORK:

- 12-hour shifts with the option of working shorter shifts on occasion
- Must have availability to work Friday nights
- Ability to work a flexible schedule of day, evening, nights and weekend shifts in order to meet the needs of the program
- Ability to provide dates available a month in advance
- Ability to pick up shifts on short notice
- Must communicate promptly with management regarding availability

REQUIREMENTS:

- Police Vulnerable Sector Check
- Two-Step Tuberculosis Skin Test
- Proof of double COVID-19 vaccination or willingness to receive these vaccinations as soon as possible.

COMPENSATION:

- Wage starts at \$22.75 per hour

**To apply for this position, please send your cover letter and resume by 5:00PM on February 8, 2024 to:
Julia Paul, Men's Emergency Services Manager
Mission Services of Hamilton
Email: jpaul@mission-services.com**

To ensure that Mission Services follows a fair, consistent recruitment and selection process, candidates may be selected for interview once the posting closes as per the date noted in this posting

At Mission Services of Hamilton, we value diversity in our employees and we work from an anti-racism/anti-oppression framework and strive for equity and inclusion.

We strive to foster an organization that reflects the diversity of the community we serve and welcome applications from all qualified candidates. We encourage applications from individuals from underserved and underrepresented cultural and racial communities, from First Nations Inuit and Metis communities, Two-Spirit, LGBTQIA+ communities, and people living with disabilities, and those with lived experience of abuse, food insecurity, homelessness, mental health difficulties and addictions.

Mission Services is also committed to developing an inclusive, barrier-free selection process and work environment. We thank all applicants, however, only those candidates selected for an interview will be contacted. If contacted, please advise us if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.