

CASTLEGAR AND DISTRICT COMMUNITY SERVICES SOCIETY (CDCSS)– THE WAY OUT WINTER SHELTER SERVICES (TWO)

NOTICE: JOB POSTING # WS1

POSITION: Emergency Shelter Worker (Grid 6- \$18.22) Temporary 5 month position Full time/ Part time and casual staff to be hired.

(as per the Collective Agreement)

HOURS AND DAYS OF WORK:

- Shifts are **8** hours in length
- Days of rest shall be consecutive. Schedule may change with two weeks' notice

JOB SUMMARY:

The Emergency Shelter Worker (ESW) reports to the Executive Director and Homeless Program Coordinator, and works in accordance with the mission and vision of CDCSS. ESWs are direct service staff working within a 24-hour, 7-days-a-week winter emergency shelter for homeless adults who struggle with a variety of issues such as homelessness, addictions, and mental health. The ESW provides intakes, orientation regarding house rules, schedules, workshops and other services provided, and provides support for guests entering the shelter. The ESW will connect with CDCSS team mates, and public service agencies relevant to the needs of the shelter guests.

JOB DUTIES (In Brief):

1. Monitors residents through the night and attends to any medical and behavioural needs that arise during the night.
2. Notifies supervisor of any major problems or emergencies. Responds to emergencies in accordance with established policies and procedures.
3. Ensures that residents follow shelter rules.
4. Ensures that logbooks and other documentation such incident reports are complete.
5. Performs light housekeeping duties such as vacuuming, dusting, emptying garbage, cleaning and laundry. Performs minor building maintenance such as changing light bulbs. Reports maintenance needs to the supervisor.
6. Secures the building by arming alarms and locking doors and windows.
7. Performs other related duties as required.

QUALIFICATIONS & COMPETENCE:

Minimum Grade 12 education, plus 6 months of recent related experience; or equivalent combination of education, training, and experience

- Familiarity with community resources; such as addiction, mental health, income assistance and harm reduction

- Ability to work independently or in a team setting
- Strong ability to manage stress and organize workload
- Communication, writing, documentation, and organizational skills
- Understands and maintains clientele/worker boundaries
- Ability to work with disadvantaged and challenging adults in a diverse environment
- Strong physical and mental ability to perform work tasks and operate job related equipment
- A minimum of two (2) years of sobriety if you have had concerns related to alcohol and/or drug use
- Criminal Record Clearance – Vulnerable Sector required

TO APPLY: Submit cover letter and resume, and quote **Job Posting #** in the subject line

CLOSING DATE: Applications will be accepted until **October 23rd, 2020**

JOBS BEGIN ON NOVEMBER 1ST, 2020, and training will happen immediately.

ALL QUALIFIED APPLICANTS WELCOME TO APPLY. THOSE SHORT-LISTED WILL BE CONTACTED

This is a union position

Position:	F/T and/or Casual Call in - Temporary
Location:	Castlegar
	Castlegar & District Community Services Society
How to apply:	Phone: 250-365-2104 Fax: 250-365-2154
	Send Resumes to kristein.Johnson@cdcsc.ca or info@cdcsc.ca