

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

**NOTICE: JOB POSTING # WS2**

**POSITION: Shelter Residence Worker (Grid 10- \$20.52) 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:**

Assists residents to live successfully in TWO emergency shelters and residential programs. Ensures that clients' physical, emotional, social, educational, medical needs are met. Assists residents to enhance quality of life with activities of daily living and the development of life skills.

**Job Summary**

Provides support, security, advocacy, information, education, crisis intervention and referrals to residents and

**Key Duties and Responsibilities**

1. Screens prospective residents for suitability prior to admission. Conducts intake interviews. Orients and assists residents to settle in the house.
2. Assesses residents' immediate needs and assists them to define and implement an action plan. Provides information to residents on resources available and recommends appropriate services.
3. Monitors and ensures the safety and comfort of residents and the security of the facility. Facilitates resolution of conflicts between residents.
4. Provides emotional support, encouragement, goal setting and problem solving support to residents. Facilitates house and/or support group meetings.
5. Liaises with other service agencies and professionals. Maintains current knowledge of issues and resources related to homelessness. Provides presentations and public awareness activities about services and issues of homelessness.
6. Ensures housekeeping services such as laundry, housecleaning, grocery shopping and maintaining supplies are completed. Orders supplies/groceries; performs minor maintenance.
7. Provides crisis intervention and risk assessment for residents. Provides information, advocacy for and assistance to residents.
8. Maintains case notes, resident records, documents, forms and statistical information.
9. Orients and assigns duties to volunteers/practicum students.
10. Accompanies and/or transports residents to outside services.
11. Performs other related duties as required.

**QUALIFICATIONS:**

**EDUCATION AND KNOWLEDGE:**

Diploma or certificate in a related human/social service field.

**TRAINING AND EXPERIENCE:**

One (1) year recent related experience.

Or an equivalent combination of education, training and experience.

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

**CLOSING DATE:** Applications will be accepted until **October 23<sup>rd</sup>, 2020**

**JOBS BEGIN ON NOVEMBER 1<sup>ST</sup>, 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@cdcoss.ca](mailto:kristein.Johnson@cdcoss.ca) or [info@cdcoss.ca](mailto:info@cdcoss.ca)