

**NOTICE:**

**JOB POSTING #0033**

**POSITION:** Shelter Resource Worker  
(Position is temporary until incumbent returns)

**1 Temporary Part Time – Russell Housing**

**SALARY:** \$20.82 - \$22.77 depending upon applicants' length of seniority (as per the Collective Agreement)

**HOURS AND DAYS OF WORK:**

- **Thursday through Sunday**
- Shift times will rotate between **15:00-23:00 and 15:30-23:30 hours**
- Shifts are **7.25** hours in length
- Days of rest shall be consecutive. Schedule may change with two weeks' notice
- Probationary/qualifying period will be 488 hours with mid and end point reviews

**JOB SUMMARY:**

The Shelter Resource Worker (SRW) reports to the Site Manager and works in accordance with the mission and philosophy of Lookout Housing and Health Society, including following Lookout's Code of Ethics. SRWs are front-line staff working within a 24-hour, 7-days-a-week emergency shelter for homeless adults who struggle with a variety of issues such as homelessness, addictions, and mental health. The SRW provides intakes, orientations, and support for guests entering the shelter. The SRW will connect with public service agencies relevant to the needs of the shelter guests.

**JOB DUTIES (In Brief):**

- Provide support, supervision, and assistance to homeless adults who may be facing multiple barriers
- Accept referrals, and identify and share information with a variety of Lookout's external resources
- Refer guests to a variety of community services
- Interview and provide basic necessities; ensuring a safe and supportive environment for all
- Complete required records and maintain statistical data
- Support others in the shelter who are in need of assistance
- Provide assistance for new staff
- Job duties are complex and may have a few disagreeable factors

**QUALIFICATIONS & COMPETENCE:**

- Related Diploma or Certificate; or minimum Grade 12 education, plus two (2) years of recent related experience; or equivalent combination of education, training, and experience
- Familiarity with community resources; particularly addiction, mental health, welfare and harm reduction
- **Must have current Occupational First Aid Level 1 Certificate**
- Crisis Intervention Skills Training is an asset
- Ability to work independently or in a team setting
- Strong ability to manage stress and organize workload
- Excellent 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

**TO APPLY:** Submit cover letter and resume, and quote **Job Posting #** in the subject line to: [work@lookoutsociety.ca](mailto:work@lookoutsociety.ca)

**CLOSING DATE:** Applications will be accepted until **February 14, 2019 at 5:00pm**

*"All employees, including laid off and displaced employees, are entitled to apply on the vacancy and be considered pursuant to the provisions of Article 12.9." **Internal applicants must notify manager of intent to apply.** External applicants will be reviewed after Internal.*

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