

NOTICE:

JOB POSTING #0475

POSITION: Shelter Case Planner (Grid 34)
(Temporary until incumbent returns)

1 Temporary Full Time – Parkway

SALARY: \$25.40 - \$27.53 depending upon applicants' length of seniority (as per the Collective Agreement)

HOURS AND DAYS OF WORK:

- Monday to Friday
- Shift times are **08:00 to 16:00 hours**
- Shifts are **8 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 Case Worker (SCW) 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. SCWs are direct support staff working within a drop-in and peer support for homeless adults who struggle with a variety of issues such as homelessness, addictions and mental health. SCWs carry out a variety of duties related to supporting and referring guests to services.

JOB DUTIES (In Brief):

- Provide support, supervision, and assistance to homeless adults who may be facing multiple barriers
- Assist guests with identifying and assessing needs/issues and developing a flexible plan of action to ensure basic requirements are met; may relate to housing, food, health, legal, financial, and other needs
- Follow up on crisis support by referring to various community and other services to ensure a safe and supportive environment for all
- Provide other related on-site services
- 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
- Demonstrated Case Planning skills
- 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

CLOSING DATE: Applications will be accepted until **January 7, 2021 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 c. BCGEU, Shop Steward