

NOTICE:

POSITION: Outreach Worker (Grid 34)

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

(Temporary until incumbent returns)

HOURS AND DAYS OF WORK:

- **Sunday Through Thursday**
- Shift times will be **07:00 to 15:00 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 Outreach Worker reports to the Designated Manager and works in accordance with the mission and philosophy of Lookout Emergency Aid Society including following Lookout's Code of Ethics. Outreach workers provide a variety of support, direction, assistance and advocacy services to clients including, but not limited to, those facing challenges with stable housing, addictions, mental health, HIV etc. The Outreach Worker provides support and advocacy for treatment and follow up services for those who do not adequately utilize needed services.

JOB DUTIES (In Brief):

- Provide housing assistance, support and skill training to adults who may be facing multiple barriers
- Will work on securing and maintaining stable, independent living situations where possible
- Will build solid working relationships with landlords and house managers to increase available housing
- Will discuss, isolate and assess issues and develop a flexible plan of action
- Will ensure basic needs of clients are met and network, as needed, with community services
- Will provide crisis intervention as necessary, administer finances and medication or arrange coverage
- Complete required records and maintain statistical data
- Provide assistance for new staff, volunteers or students
- Will drive company vehicle at times
- 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 and preferably a minimum of one (1) year case management experience
- Familiarity with community resources such as: addictions, mental health, income assistance, and harm reduction
- **Must have current Occupational First Aid Level 1 Certificate**
- **Must have driver's license and abstract**
- 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
- Ability to understand and maintain 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

CLOSING DATE: Applications will be accepted until **January 28, 2020 at 5:00pm**

TO APPLY: Submit cover letter and resume with the Job Posting # in the subject line to: work@lookoutsociety.ca

*"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 (Selection Criteria)." **Internal applicants must notify manager of intent to apply.***

External applicants will be reviewed after Internal.