

**NOTICE:**

**REPOST**

**JOB POSTING #0305**

**POSITION:** Program Resource Worker (Grid 21)

**1 Full Time - CLBC - Cedar Valley, Mission**

**SALARY:** \$23.27 - \$25.45 depending upon applicants' length of seniority (as per the Collective Agreement)

**HOURS AND DAYS OF WORK:**

- Rotating schedule of 3 days on 4 days off, Friday to Saturday
- Shift times will rotate 07:30-19:30 & 19:30-07:30 Hours
- Shifts are 12 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 review
- Night premium will be given to staff that work 50% or more of their shift between 00:00-08:00 Hours

**JOB SUMMARY:**

The Program Resource Worker (PRW) 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. The Program Resource Worker carries out a variety of duties related to the operation of the facility including accepting referrals based on predetermined criteria, intake and orienting guests, providing support that meets the mental, developmental and physical disabilities of the guests. This position deals with the public, other service agencies and professionals involved in the support of the guests.

**JOB DUTIES (In Brief):**

- Provides assistance to guests through methods such as identifying and sharing information on a variety of Lookout or external community/government resources including services providing: housing, meals, health, treatment, legal and financial needs. Documents guests' activities and resources used based on guest disclosure and worker provided information.
- Participates in and oversees various client-focused social and recreational activities.
- Administer medication to clients and provides medication reminders, in accordance with established policy.
- Assists clients with activities of daily living such as feeding, lifts and transfers, grooming, and toileting.
- Complete required records and maintain statistical data.
- Performs a variety of cleaning duties such as toilet cleaning, bed-making as needed, general clean-up of assigned area and running errands such as laundry.
- Assists guests with self-care skills through methods such as providing support and encouragement to guests to maintain personal hygiene, housekeeping, meal planning and preparation and financial obligations.

**QUALIFICATIONS & COMPETENCE:**

- Related 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; such as addiction, mental health, income assistance and harm reduction
- **Must have current Occupational First Aid Level 1 Certificate**
- Crisis Intervention Skills (CPI), Naloxone and Trauma Inform Practice 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 required

**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 **July 29, 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