

**NOTICE:**

**JOB POSTING #0004**

**POSITION: Program Support Worker (Grid 34)**

**1 Full Time –Grosvenor, Surrey**

**SALARY: \$26.42- \$28.36 depending upon applicants' length of seniority (as per the Collective Agreement)**

**HOURS AND DAYS OF WORK:**

- **Sunday through Thursday**
- Shift times will be **07:00 – 15:00 Hours**
- Shifts are **7.5** 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 Program Support Worker reports to the Program Manager or designate and works in accordance with the mission and philosophy of Lookout Housing and Health Society including following Lookout's Code of Ethics. The Program Support 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 Resource that meets the mental, developmental and/or physical disabilities of the guests. This position deals with the public, other service agencies and professionals involved in the Resource of the guests.

**JOB DUTIES (In Brief):**

- Will participate in tenant intakes, and provide support services and assessments
- Will identify challenges for tenants, develop service plans, crisis intervention, and administer finances and medication
- Ensure that basic needs are met by working closely with individuals on a long-term, ongoing basis
- Complete required paperwork and maintain statistical and evaluative data
- Assist with volunteers and practicum students on site
- Some external work is likely to occur; use of an automobile may, at times, be useful

**QUALIFICATIONS & COMPETENCE:**

- Diploma in Community Social Services
- Minimum Grade 12 education plus two (2) years of recent related experience; or an equivalent combination of education, training, and experience
- Familiarity with community resources, particularly addiction, mental health, and harm reduction
- **Must have current Occupational First Aid Level 1 Certificate**
- **Must have two doses of COVID 19 Vaccine**
- Crisis Intervention Skills Training is an asset
- **Must have Class 5 driver's License, Drivers Abstract and Business Insurance**
- 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
- Quick learner and self-motivated
- Strong physical and mental ability to perform work tasks and operate job related equipment
- A minimum two (2) years of sobriety if you have had concerns related to alcohol and/or drug use
- Criminal Record Clearance for the Vulnerable Sector

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

**CLOSING DATE:** Applications will be accepted until **January 11, 2022 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.**