



March 2, 2020

Job Posting #: 03-2020-SS

INTERNAL AND EXTERNAL JOB POSTING

NELSON CARES SOCIETY

STEPPING STONES EMERGENCY SHELTER PROGRAM

POSITION: EMERGENCY SHELTER WORKER – CASUAL

Stepping Stones is the only emergency shelter in the West Kootenay, serving an area from Kaslo to Creston, Nelson to Trail. Housing up to 17 people in five bunk-style bedrooms, with a stay of up to 30 days. It is a low barrier, drug-and-alcohol free, safe environment.

Reporting to the Front-Line Supervisor, the Emergency Shelter Worker completes resident intake, monitors and attends to the well being and safety of residents during their shift. Maintains a comfortable, clean and safe environment. *This position requires union membership.*

Duties and Responsibilities:

- Completes resident intakes and monitors residents through the shift and attends to any medical and behavioral needs that arise during the shift.
- Notifies supervisor of any major problems or emergencies. Responds to emergencies in accordance with established policy and procedures.
- Ensures the residents follow shelter rules.
- Ensures that logbooks, resident records and other documentation such incident reports and HIFIS data entry are complete as per established policies and procedures.
- Track and handle medications for residents in accordance with established policy.
- Prepares, cooks and serves meals and snacks, including those for special dietary needs and special occasions, in accordance with food safe standards and following the established menu plan.
- Performs housekeeping duties such as general cleaning, sweeping, vacuuming, washing floors, dusting, emptying garbage, cleaning and laundry. Performs minor building maintenance such as changing light bulbs. Reports maintenance needs to the supervisor.
- Be courteous to Mental Health Substance Use staff, Case Managers, Community Health, Transition Support and Street Outreach staff as well as other relevant community workers and professionals when they are on site to work with a resident such as police and ambulance services.
- Works in a respectful manner with co-workers and other Nelson CARES staff.
- Ensures the office is kept organized and clean.
- Maintains health and safety standards.
- Secures the building, ensure alarms are set and doors and windows are locked.
- Performs other related duties as required.

Job Skills and Knowledge:

- Ability to use intervention processes that are sensitive to age, income, gender, racial, and ethnic cultural issues.
- Strong problem-solving skills.
- Demonstrated ability to work under pressure, to work independently with minimal direction, to take initiative, to organize, prioritize and meet deadlines.
- Ability to establish rapport with residents.
- Demonstrated ability to establish/maintain satisfactory work relationships with the public, coworkers and other agency staff.
- Experience/willingness to learn how to work with individuals who have a disability and/or substance use and/or mental health issue
- Ability to communicate effectively verbally and in writing.
- Demonstrated ability and competency in computer literacy.
- Ability to carry out the physical and mental demands of the position.

Education/Training and Experience:

A minimum of grade 12 is required. Post-secondary certificate in human services or related field, or the equivalent experience and education is preferred.

A minimum of 6 months experience working with homeless or at risk of homeless populations or an equivalent combination of education, training and experience. Understanding and working knowledge of working with vulnerable populations including those with disabilities; substance and mental health issues is highly recommended.

Employment Requirements:

1. Valid Emergency First Aid/C.P.R.
2. Current TB skin test
3. Food Safe Certificate
4. Required Criminal Record Check
5. Valid Mandt Training Certification: *to be trained when hired*
6. WHMIS 2015 Training: *to be trained when hired*

Start Date: As soon as possible

Hours: Casual position

Compensation: Wages are paid in accordance with the current Collective Agreement Wage Grid dated April 1, 2019. Starting wages is \$17.27 per hour (Grid Level 6).

Application Deadline: March 9 before 4 pm

Please e-mail a cover letter and current resume with three references to:

Marjie Hills
Program Manager – Stepping Stones Emergency Shelter
Email: marjie@nelsoncares.ca

Nelson CARES Society is an equal opportunity employer. Only short-listed external candidates will be contacted. All internal applicants will be contacted as to the status of their applications