



June 22, 2022

Job Posting #: 02-2022-NCOH

## INTERNAL JOB POSTING

### NELSON CARES SOCIETY – NELSON COMMITTEE ON HOMELESSNESS PROGRAM

**Position: Drop-In Attendant (Casual/Temporary Position – 25 hours/week)**

**Location: 521 Vernon St. Nelson BC - Coordinated Access Hub**

The Nelson Committee on Homelessness (NCOH), in partnership with the City of Nelson, Interior Health, and local agencies, is providing emergency services for vulnerable populations during the COVID 19 pandemic. The Drop-in Attendant is a temporary position to September 30, 2022.

#### **Job summary:**

The Drop-in Attendant will work to provide a safe and welcoming space for guests seeking outreach and services. This staff member will ensure that all COVID 19 protocols are followed and that drop-in services (clothing, food, outreach, referrals, etc.) are provided to clients. The Drop-in Attendant is expected to prioritize building positive relationships with clients and be ready to respond to emergencies.

#### **Duties and Responsibilities:**

- Support service delivery including shower and laundry services at the Salvation Army, drop-in/outreach, and coffee/food service.
- Document in a timely manner all relevant information including incident reports and number of participants on data tracking forms including services offered.
- Connect participants with Street Outreach, Coordinated Access, health, and employment services.
- Opens, maintains service, and closes the drop-in including some cleaning.
- Clear snow and ensure the space is accessible in the winter.
- Complete cleaning as required to maintain COVID safety standards.
- Maintains COVID protocols including PPE, distancing, sanitizing, and screening.

#### **Qualifications and Experience:**

- 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.
- Current knowledge of local service providers and programs supporting vulnerable populations.
- Exceptional communication, crisis intervention, and de-escalation skills.
- Knowledge of harm reduction principles and Naloxone training.

**Education and Training:**

- A minimum of grade 12 is required. Post-secondary certificate in social work is preferred, or the equivalent experience and education.

**Employment Requirements:**

- Food Safe Certification
- Valid Emergency First Aid & CPR certificate
- Naloxone Training certificate
- WHMIS 2015 (*In-house online training to be completed when hired*)

**Start Date:** : As soon as possible  
**Contract End Date** : September 30, 2022  
**Day and Hours Per Week** : Monday – Friday / 25 hours per week  
**Compensation** : \$20.70/hr (JES Grid Level 8)  
**Application Deadline** : **On or before 4 pm June 28, 2022**

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

**Human Resources Coordinator**

Email: [recruitment@nelsoncares.ca](mailto:recruitment@nelsoncares.ca)

*(Please quote position and job posting number on subject line)*

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

*Nelson CARES Society acknowledges our respect for, and deep gratitude to, all the ancestors and keepers of the land on whose traditional territories we are honoured to live and work.*