



November 15, 2023

Job Posting #: 07-2023-NCOH

**INTERNAL AND EXTERNAL JOB POSTING
NELSON CARES SOCIETY – NELSON COMMITTEE ON HOMELESSNESS PROGRAM**

**Position: Drop-In Attendant
(Casual/Temporary Position – Up to 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. The Drop-in Attendant is a temporary position to March 31, 2024, with possible contract extension.

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 safety 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 drop-in/outreach and coffee/food/clothing 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 safety standards.
- Maintains safety protocols including PPE, distancing, sanitizing, and screening.

Qualifications and Experience:

- Understanding and working knowledge of working with vulnerable populations including those with disabilities; substance and mental health issues.
- Communication, crisis intervention, and de-escalation skills.

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:

- Satisfactory Criminal Record Check (*to be completed once hired*)
- Food Safe Certification

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

Start Date: : As soon as possible
Contract End Date : March 31, 2024 (with possibility of contract extension)
Day and Hours Per Week : Monday – Friday / Up to 25 hours per week
Compensation : \$24.00/hr (JES Grid Level 8)
Application Deadline : **Open until filled**

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

Human Resources Manager

Email: 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.*