



November 16, 2023

Job Posting #: 24_2023_EHS

**Nelson CARES Society – Emergency Housing Services Program
INTERNAL AND EXTERNAL JOB POSTING**

Position: Winter Emergency Bed Attendants

Classification: Temporary Full Time Position until April 30, 2024 (multiple positions available)

Location: Temporary Community Beds, Nelson, BC

Nelson CARES Society is a not-for-profit organization that provides programs and initiatives in advocacy, housing, employment, support services, and environmental stewardship. The contracted Winter Emergency Bed (WEB) program supports individuals requiring access to sleeping arrangements, shower and laundry facilities from December 1, 2023 until March 31, 2024. *This position requires union membership.*

Job summary:

The Winter Emergency Bed Attendant will work to provide a safe and welcoming space for clients seeking nighttime access to a bed, shower, and laundry facilities. This staff member will ensure that all safety protocols are followed. The Attendant is expected to prioritize building positive relationships with clients and be ready to respond to emergencies.

Duties and Responsibilities:

- Support service delivery including: bed assessment, check-in & intakes, shower & laundry scheduling.
- Document in a timely manner all relevant information including incident reports and number of participants on data tracking forms including services offered.
- Opens, maintains service, and closes the site 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.

Employment Requirements:

- Satisfactory Criminal Record Check: *to be completed by NCARES once hired, fee to be paid by applicant*
- Valid Emergency First Aid & CPR certificate

Start Date : As soon as possible
Hours per Week : 36 hours per week
Days and Hours of Work : 12-hour shifts (day & night) over 3 days
Compensation : \$23.99/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 indicate position and job posting number on the subject line)

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.