



July 31, 2024

Job Posting #: 03-2024_NCOH

INTERNAL & EXTERNAL JOB POSTING
NELSON COMMITTEE ON HOMELESSNESS (NCOH)
POSITION: Drop-In Attendant – NCOH
TEMPORARY CASUAL (8 HRS/WEEK)
Location: 601 Vernon St., Nelson, BC

Job Summary:

The Drop-in Attendant is a temporary position until December 2024. 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.

Priorities:

1. Ensure individuals' safety by understanding and following all relevant policies and procedures.
2. Provide services including food service, clothing, hygiene supplies and referrals.
3. Maintain safety precautions when it is in operation and cleaning requirements.
4. Maintain a calm and safe space for people to access services.
5. Develop relationships with clients accessing services.

This is a temporary casual (8 hours per week), non-benefitted position ending December 31, 2024

Duties and Responsibilities:

1. Support service delivery including, drop-in/outreach, and coffee/food service.
2. Open, maintain, and close each drop-in event.
3. Complete cleaning as required to maintain safety standards.
4. Maintains safety protocols including PPE, sanitizing, and screening.
5. Document in a timely manner all relevant information including incident reports and number of participants on data tracking forms including services offered.
6. Connect participants with Street Outreach, Coordinated Access, health, and employment services.
7. Perform other related duties as assigned by the Drop-In Coordinator.

Qualifications:

1. Exceptional communication, crisis intervention, and de-escalation skills.
2. Food Safe Certification
3. Valid Emergency First Aid & CPR certificate
4. Naloxone Training certificate
5. WHMIS 2015

Education, Training, and Experience:

1. A minimum of grade 12 is required. Post-secondary certificate in social work is preferred, or the equivalent experience and education.
2. A minimum of 6 months experience working with homeless or at risk of homeless populations or an equivalent combination of education, training and experience.
3. Understanding and working knowledge of working with vulnerable populations including those with disabilities; substance and mental health issues.
4. Current knowledge of local service providers and programs supporting vulnerable populations.
5. Knowledge of harm reduction principles and Naloxone training.

Start Date: : **August 12, 2024**
Hours per Week: : **8 hours per week**
Hours & Days of Work : **Thursdays 9am to 5pm**
Compensation : **\$24.97/hr (JES Wage Grid 8)**
Application Deadline : **Ongoing until filled**

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

Human Resources

Email: recruitment@nelsoncares.ca

(Please quote position and job posting number on 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.