



July 31, 2024

Job Posting #: 04-2024_NCOH

INTERNAL & EXTERNAL JOB POSTING
NELSON COMMITTEE ON HOMELESSNESS (NCOH)
POSITION: Drop-In Coordinator – NCOH
TEMPORARY CASUAL (18 HRS/WEEK)
Location: 601 Vernon St., Nelson, BC

Job Summary:

The Drop-in Coordinator is a temporary contracted position until December 2024. The job will ensure that the once-a-week temporary drop-in program runs smoothly for guests experiencing homelessness. This staff member will ensure that all safety protocols are in place and that the site is ready each opening and welcoming for individuals seeking outreach and services.

Priorities:

1. Maintain operations of the drop-in program, provide a safe, clean and welcoming space for clients.
2. Ensure the drop-in program meets the needs of clients and follows all safety precautions.
3. Coordinate with key agencies including ANKORS, Rise Wellness Clinic, Nelson Community Services, Interior Health, and Nelson CARES Society to be on-site during open hours.
4. Develop relationships with clients accessing services.
5. Provide referrals to health programming, employment, and Coordinated Access, as needed.

This is a temporary casual (18 hours per week), non-benefitted position ending December 31, 2024

Duties and Responsibilities:

1. Coordinate with local service agencies to provide services on-site once a week.
2. Coordinate with local businesses to gather donations.
3. Complete shopping for food services/hygiene supplies from local businesses and grocery stores.
4. Open, maintain, and close each drop-in event, including cleaning following closure.
5. Maintain safety protocols, ensure PPE and supplies are available during operations.
6. Maintain community bulletin board with updated opportunities, information, and current programming.
7. Document and communicate all relevant information including incident reports to Program Manager.
8. Ensure individuals' safety by understanding and following all relevant policies and procedures.

9. Supervise Drop-In Attendant.
10. Develop and maintain system for tracking service use.
11. Complete and submit timesheets as required.
12. Report to Program Manager on daily to weekly basis
13. Perform other related duties as assigned by the Program Manager

Qualifications:

1. Exceptional organization, communication, crisis intervention, and de-escalation skills.
2. Food Safe Certification
3. Naloxone training certification
4. Valid Emergency First Aid & CPR certificate
5. WHMIS 2015
6. Minimum valid Class 5 BC driver's license or equivalent
7. Access to a reliable vehicle and appropriate insurance as per policy

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.
3. 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 overdose prevention.

Start Date: : **August 12, 2024**
Hours per Week: : **18 hours per week**
Hours & Days of Work : **Thursdays 9am to 5pm, remainder of hours as agreed**
Compensation : **\$29.15/hr (JES Wage Grid 12)**
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.