



September 23, 2024

EXTERNAL JOB POSTING

Nelson CARES Society – Emergency Housing Services Program

Position: Emergency Shelter Worker (*Various Positions*)

Location: Nelson, BC

Nelson CARES Society is a not-for-profit organization that provides programs and initiatives in advocacy, affordable housing, employment and support services. The Society's Emergency Housing Services Program runs the Stepping Stones Emergency Shelter that provides temporary housing for up to 17 people, in five bunk-style bedrooms, with stays of up to 30 days. It is a low barrier, harm reduction, safe and supportive environment.

Available Emergency Shelter Worker positions (*on monthly rotational schedule*):

- 1. Posting #20-2024 (ESW 8): Temporary Part-Time, 28 hrs/wk**
 - Schedule A: Tuesday, Wednesday, Thursday 11:30 pm-7:30 am
 - Schedule B: Thursday, Friday, Saturday 7am-3 pm Sunday 7:30 am-3:30 pm
 - *Benefitted position upon successful completion of 3-month probation period.*
- 2. Posting #21-2024 (ESW 9): Temporary Part-Time, 16 hrs/wk**
 - Schedule A: Friday and Saturday 11:30 pm-7:30 am
 - Schedule B: Friday and Saturday 7:30 am- 3:30 pm

An Emergency Shelter Worker has the:

- Experience and willingness to work with individuals who have a disability and/or substance use and/or mental health issue.
- Strong problem-solving skills and demonstrated ability to work under pressure and to work independently with minimal direction.
- Ability to establish and maintain satisfactory work relationships with the residents, public, co-workers, and other agency staff.
- Ability to carry out the physical and mental demands of the position.

Main Duties and Responsibilities:

- Completes resident intakes and attends to the residents' safety and behavioral needs.
- Responds to emergencies in accordance with established policy and procedures.
- Ensures the residents follow shelter rules.
- Ensures that logbooks, resident records, and other documentation are complete as per established policies and procedures.
- Assists in the preparation, serving and/or delivery of meals and snacks.
- Performs housekeeping duties and assists in maintaining the shelter's health and safety standards.

Complete job description is available upon request.

Required Qualifications:*Education, Training, and Experience:*

- A minimum of grade 12 is required. Post-secondary certificate in human services or related field or the equivalent experience and education is preferred.
- 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 knowledge of working with vulnerable populations, including those with disabilities, substance use issues, and mental health issues is highly recommended.

Specific Qualifications: (Successful candidates will be given 3 months to provide requirements)

1. Valid Emergency First Aid/C.P.R.
2. Current TB skin test
3. Food Safe Certificate
4. Satisfactory Criminal Record Check
5. Valid Non-Violent Crisis Intervention Training Certification
6. WHMIS Training

This position requires union membership.

Compensation : **\$24.97 per hour**

Start Date : As soon as possible or mutually agreed upon with Manager

Application Deadline : Ongoing until filled

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

Email: housingdirector@nelsoncares.ca
(Please indicate job posting number on the subject line)

Nelson CARES Society is an equal opportunity employer. Only shortlisted candidates will be contacted.