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| Position Title: | Front Line Worker | Competition #: | 4/16 |
| Ministry Unit: | Ottawa Booth Centre | Position Type: | (1) regular Full time and (1) part time position |
| Salary Range: | $15.37 | Date posted: | January 26, 2016 |
| City: | Ottawa | Posting Expires: | February 1, 2016 |
| Applications Accepted By: | | | |
| Fax or E-mail:  (613) 241-2818 or  FLWjobs@ottawaboothcentre.org  **Attention:** Employee Relations Department  **Please no phone calls.** | | Mail:  Employee Relations Department  171 George St. Ottawa, Ontario K1N 5W5 | |
| Position Description | | | |
| AREAS OF RESPONSIBILITY  * Client services * Safety and security * Support services * Service /shift specific duties.  CLIENT SERVICES  * Initiate contact with clients for the purpose of being accessible/available; identifying needs; gathering information to assess further areas of need; monitoring progress of clients in working on goal plans; following established procedures, referring to appropriate Centre and community resources and advocating on behalf of the client to other Centre staff or outside resources, as requested by coordinator * Complete accurate intake and discharge procedures with the clients as needed * Provide emergency assistance, as required and appropriate, e.g. meals and clothing. * Accept and receipt monies, donations, both cash and goods. Donations of only Men’s clothing. * Attend staff meetings and case conferences prepared to offer information regarding clients and service issues   **SAFETY AND SECURITY**   * Implement appropriate emergency procedures as necessary * Maintain radio contact with other residential services. This includes battery changes and radio checks as necessary * Ensure that Centre residency guidelines are enforces impartially * Implement consequence for inappropriate behavior of clients in accordance with established policies, procedures and guidelines * Refer clients to Manager of Residential Services or Front Desk Supervisor for interviews regarding serious behavioral issues and consequences as necessary (e.g. clients who are denied assess) * Provide emergency backup for other Centre services/programs * Do rounds and security checks as indicated by Shift Statement of Duties   **SUPPORT SERVICES**   * Maintains such records as required (e.g. incident reports, log notes, and Bulletins in HIFIS program.) * Checks facilities on rounds and notes maintenance concerns to the Manager of Residential Services * Attends to any housekeeping duties, as indicated by service and shift duty list * Participate in planning and evaluating services provided by the Centre and in any revision of the service/program * Attend to duties outlined by program and Shift Statement of Duties   **QUALIFICATIONS:**   * Relevant post secondary education in social work or related field * Minimum 1 year experience working with hard to serve population with addictions and/or mental health issues. Student placement work may be accepted in lieu of worked experience * Effective communication, both oral and written * Effective interpersonal skills * Knowledge of client community * Knowledge of community resources * Some computer skills in word processing and database * Bilingual (English and French) an asset * Must supply a current Clear Police Reference Check for Vulnerable Sector   **SALARY: $15.37 per hour/40hours per week (full time) 16hours per week (part time)**  **HOURS: 1) full time position – Friday – Tuesday 3:30pm – 12:00am**  **1) part time position – Saturday – Sunday 3:30pm – 12:00am at Anchorage**  *The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.*  We thank all applicants, however, only those candidates to be interviewed will be contacted.  *Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.* | | | |