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| Position Title: | Night Supervisor | Competition #: | 10/16 |
| Ministry Unit: | Ottawa Booth Centre | Position Type: | 1 full time position |
| Salary Range: | $19.67 | Date posted: | April 1 , 2016 |
| City: | Ottawa | Posting Expires: | April 12 , 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 | | | |
| **RESPONSIBILITIES:**  The successful candidate will be responsible for:   1. Supervises the general operation of Front Desk services 2. Provides overall supervision of Centre when necessary 3. Assists in the evaluation and discipline of Front Desk workers when necessary 4. Coordinates and facilitates training 5. Understands and works in compliance with the collective agreement 6. Prepares and distributes staff schedules in a timely manner 7. Regularly reviews and recommends, if necessary, revisions to operational policies and procedures 8. Assists with developing and implementing policies and procedures and other tools for effective communication for client services 9. Ensures referral of log notes to appropriate staff 10. Facilitates daily checking of client MAR sheets and reviews duty roster to ensure updating of resident medication has been completed 11. Assists with preparing statistical and operational reports 12. Enforces discipline for clientele, i.e. TDA/barred 13. Checks storage area and ensures storage rules are followed 14. Handles management on call on a rotation basis with other Front Desk Supervisors and Residential Services Coordinator 15. Performs other duties as assigned including overall supervision of Centre when necessary   **Community Liaison**   1. Represents The Salvation Army Ottawa Booth Centre by assisting in the developing and maintaining contacts with community partners, and attending regular meetings with supervisors from other shelters; 2. Ensures appropriate liaison with community/outreach workers who need information from or consultation with Front Desk staff; provides Front Desk staff with the appropriate training in order for this to be accomplished   **Safety and Security**  ● Ensures that all procedures, rules and guidelines for the safety and security of residents and staff are enforces impartially  **●** Performs rounds outside facility  **QUALIFICATIONS:**  The successful candidate must:   1. Relevant community college/university education in social work or related fields or equivalent work experience 2. Minimum two years effective supervisory experience 3. Minimum two years experience working with urban disadvantaged population 4. Strong interpersonal and leadership skills 5. Effective experience in working cooperatively with community resource agencies 6. Effective communication skills, particularly in negotiating and advocating for clients needs 7. Good writing skills for documentation and correspondence; 8. Strong computer skills including a working knowledge of Microsoft Office 9. Excellent interpersonal skills; 10. Valid “G” Drivers License and clean drivers abstract 11. Bilingualism an asset (English and French) 12. Must supply a current Clear Police Reference Check for Vulnerable Sector   **HOURS OF WORK: Overnights (flexible)**    *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.* | | | |