



Employment Opportunity

Frontline Worker

Two Full-Time Positions Available

(1 FT Monday-Friday and 1 FT Sunday- Thursday)

Centre 454 provides drop-in and counseling service to people in need, including those who are homeless or at risk of homelessness. The **Frontline Worker** will report directly to the Program Manager and will perform their duties in accordance with the policies of Centre 454 and the Community Ministries of the Anglican Diocese of Ottawa.

Responsibilities and Duties

- Provide crisis counselling, referral, and advocacy for participants in the areas of, but not limited to: Life skills; housing; education; addictions; employment; mental/physical health; and legal issues.
- Participate in implementing the social recreation program.
- Able to record monthly statistics, and take part in program evaluations.
- Willing and able to work within the mission, vision, and values of Centre 454.
- Demonstrate compassion in the administration of policies and procedures.
- Monitor the activities of participants.
- Maintain availability for personal, practical, and moral support.
- Liaise with referral sources and other external agencies as needed.
- Ensure that the Centre is secured upon closing each day.
- Ensure that emergency and critical participant incident management plans are effected appropriately.

Qualifications and Experience

- Bachelor in Social Work / Diploma in Social Service with a minimum of 2 years' experience.
- Experience in working with those living on low income, those who are homeless, and those who are vulnerably housed.
- A satisfactory Criminal Record Check, including the Vulnerable Sector Search that is valid within 12 months.
- Have excellent oral and written communication skills.
- Adaptable to change and able to handle frequent interruptions.
- Team oriented and able to take initiative.
- Willingness to work with people from diverse cultural backgrounds.
- CPR, First Aid and Non-Violent Crisis Training, ASIST, an asset
- Computer literacy (Outlook, Word, Excel, Case Management Data Base [esp. EMHware])
- Bilingualism preferred.

Salary and Benefits are in accordance with the policies of the Community Ministries of the Anglican Diocese of Ottawa.

Applicants who require accommodation for disabilities in order to participate in the recruitment should notify the Manager at the time of their submission.

Centre 454 is an Equal Opportunity Employer

Interested Individuals should send resumes by email by **3:00 PM on Friday, April 7** to:

Program Manager

Centre 454

Email: centre454@ottawa.anglican.ca

Only those applicants called for an interview will be contacted directly. Thank you for your interest in employment with Centre 454.