

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Front Line Worker (Transitional House)	Competition #:	12/17
Ministry Unit:	Ottawa Booth Centre	Position Type:	1 full time/1 part time/1On call/casual positions
Salary Range:	\$16.47- \$16.96	Date posted:	April 6, 2017
City:	Ottawa	Posting Expires:	April 19 , 2017
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, ON K1N 5W5	
Position Description			
<p>PURPOSE</p> <p>The purpose of the expectation task list is to identify and clarify what management expects from the incumbent. The following expectations and tasks will be part of the annual performance appraisals; your merit increase will be based on the level of performance in each of the following areas. Expectations may change year to year and both parties should use the annual performance appraisal to determine realistic and equitable goals and outcomes for the upcoming performance year.</p> <p>RESPONSIBILITIES:</p> <p>Client Services</p> <ul style="list-style-type: none"> • Maintains records as required (e.g. incident reports, log notes, and case notes) • When necessary gather information to further assess client needs • When required, assist clients in creating goal plans; monitor progress and aid clients in working towards set goals • Follow established procedures in referring clients to appropriate Salvation Army and Community resources; advocate on behalf of clients to other Salvation Army and community resources • Ensure appropriate information is communicated to residents • Ensure residency guidelines are enforced impartial • Monitor to ensure clients are participating in all house requirements, follow up with the client and provide feedback to House Supervisor when necessary • Implement consequence for inappropriate behavior of clients in accordance with established policies, procedures and guidelines • Refer clients to House Supervisor for interviews regarding serious behavioral issues and consequences • Attend staff meetings and case conferences prepared to offer information regarding clients and services issues • Complete rounds, security checks and duties as indicated by <i>Shift Statement of Duties</i>. • Refer maintenance requests to Manager of Residential Services 			

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QUALIFICATIONS:

The successful candidate must:

- Relevant post-secondary education or equivalent work experience
- Experience working with a marginalized population and issues they face such as addiction and mental health
- Ability to self motivate and work with minimal supervision
- Effective oral and written communication skills
- Effective interpersonal skills
- Basic computer skills
- Training in non-violent crisis intervention, ASIST, First Aid and CPR is an asset
- Bilingualism (English and French) is an asset
- Clear Police Reference Check for Vulnerable Sector Screening is required

HOURS: Full time hours: Saturday and Sunday 5:00pm – 5:00am and Thursday and Friday 11:30pm – 8:00am

Part time hours: Thursday and Friday 3:30pm – 12:00am

On call/Casual: Will vary

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.

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