



760 Somerset St W, Ottawa, ON K1R 6P9 (613) 238-4193

Job Opening

Relief Centre Support Worker

St Luke's Table is a Community Ministry of the Anglican Diocese of Ottawa, each day we serve over 150 individuals in our community who are economically and socially disadvantaged. We provide a safe, friendly and supportive environment as well as a variety of programs and services.

We are currently seeking a Relief Worker to join our team. The hours of work are 7:45 a.m. until 2:00 p.m. as needed in staff absences.

Required Qualifications

- Post-secondary education in the social sciences, social work or equivalent experience and education
- Knowledge and/or experience working in the social services sector
- Knowledge of issues such as poverty, homelessness, addictions, mental illness
- Excellent interpersonal and communications skills
- Experience in front line advocacy work
- Ability to maintain professionalism in stressful situations
- Non Violent Crisis Intervention Training (NVCI), First Aid: CPR, AED training
- Bilingualism is an asset

Duties and Responsibilities Include:

- Ensuring that a safe and supportive environment is maintained at the Centre
- Providing supportive listening, referrals, and crisis intervention to participants
- Acting as a community liaison and advocate for participants
- Assisting in the training and supervision of participant volunteers
- Maintenance of files and records as per agency policies and procedures
- Assist in the planning and supervision of recreational activities
- Assist during meal times where help is needed

Remuneration:

- \$16.81 hourly plus 4% vacation pay

PLEASE NOTE: The successful candidate **MUST** have a current Criminal Records Check to work with the vulnerable sector in order to work for our organization.

To learn more about our organization please go on our website: www.stlukestable.ca

Please send CV and Resume by email to shea-kiely@ottawa.anglican.ca