

## Employment Opportunity

### The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Community & Family Service Worker	<b>Competition #:</b>	39/18
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	1 Full time position
<b>Salary Range:</b>	\$16.95	<b>Date posted:</b>	August 17, 2018
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	August 30, 2018
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (613) 241-2818 or jobs@ottawaboothcentre.org <b>Attention:</b> Employee Relations Department <b>Please no phone calls.</b>		<b>Mail:</b> Employee Relations Department 171 George St, Ottawa, ON K1N 5W5	
<b>Position Description</b>			
<p><b>JOB PURPOSE</b></p> <p>To assist families who are seeking aid and assistance from, or have been referred to the Ottawa Booth Centre Community and Family Services. This includes ensuring the emergency food bank is well stocked and organized with needed items.</p> <p><b>EXPECTATIONS &amp; TASK LIST</b></p> <p><b>Food Bank</b></p> <ul style="list-style-type: none"> <li>• receive and sort donated products and supplies as they arrive in the Centre</li> <li>• move products from different locations in the Centre as space becomes available in the Food Bank and stock shelves as necessary</li> <li>• ensure all food items are fresh and remove any items which may become stale dated</li> <li>• pack upwards of 50 grocery bags daily</li> <li>• transfer full grocery bags from Food Bank, to CFS office, and then to clients</li> <li>• responsible for the organization, maintenance and general cleanliness of the food bank</li> </ul> <p><b>Client Services</b></p> <ul style="list-style-type: none"> <li>• verifies to insure that clients meet eligibility criteria</li> <li>• obtains appropriate documentation and signed release forms as required under Privacy legislation (latest revision)</li> <li>• identify and assess client needs, considering the whole person/family unit including practical, emotional and spiritual needs</li> <li>• provide written and verbal referrals to other agencies and workers when appropriate</li> <li>• deliver services in accordance with established protocols; this includes, but is not limited to: <ul style="list-style-type: none"> <li>- issue of food bags, clothing and household vouchers, furniture referrals, and emergency transportation</li> <li>- recommendations for financial assistance</li> <li>- information regarding other appropriate services provided by the Ottawa Booth Centre, including spiritual care services</li> <li>- services and follow-up support provided to emergency response victims as required</li> </ul> </li> </ul>			

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.

## **Employment Opportunity**

### **The Salvation Army Ontario Central East Division**

- responsible for ensuring the CFS office is welcoming while insuring that client's dignity is respected

#### **Administration:**

- inputs client information in The Salvation Army CMS electronic system and LINK2FEED database program
- maintains complete, accurate, up to date documentation in case files
- maintains accurate and up to date statistics;
- assists in tracking and monitoring of actual assistance versus program budget and identifies in advance, potential exceeding of budgets
- prepares all necessary forms and letters relating to CFS emergency assistance
- assists with seasonal programs and services
- provides relief reception duties as necessary

#### **Community Liaison:**

- networks with community partners, including other Salvation Army units, who are referral agencies and/or sources of assistance for clients;
- attends community meetings as requested by the Supervisor of Community and Family Services

#### **QUALIFICATIONS**

- relevant community college/university education in social services or related disciplines
- minimum two years' experience working with a similar disadvantaged client population in an urban setting, effectively identifying and assessing their individual needs
- experience in working cooperatively with community resource agencies, particularly in negotiating and advocating for client's needs.
- strong written documentation and correspondence skills
- strong computer skills, including a working knowledge of Microsoft Office
- must be able to lift and move up to 20 pounds unassisted
- must be able to tolerate being physically active for long periods of time
- valid 'G' driver's license is an asset with clean driver's abstract
- bilingualism preferred (English and French)
- provide an up-to-date clear police background check for working with vulnerable people

Hours of Work: Monday to Friday 8:00am – 4:30pm

*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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