

## Employment Opportunity

### The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Front Line Worker	<b>Competition #:</b>	05/19
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	1 temporary part time contract position until March 31, 2020
<b>Salary Range:</b>	\$16.76 – \$17.25	<b>Date posted:</b>	Feb 22, 2019
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	Feb 28, 2019

#### 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

The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.

##### Mission Statement

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.

##### Core Values

The Salvation Army Canada and Bermuda has four core values:

**Hope:** We give hope through the power of the gospel of Jesus Christ.

**Service:** We reach out to support others without discrimination.

**Dignity:** We respect and value each other, recognizing everyone's worth.

**Stewardship:** We responsibly manage the resources entrusted to us.

#### POSITION PURPOSE SUMMARY:

To provide Front Line service to the Ottawa Booth Centre's clients within the context of the Centre's overall operations, including maintaining the security of the facility and its residents.

#### RESPONSIBILITIES:

- client services
- safety and security
- support services
- service /shift specific duties

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### **CLIENT SERVICES**

- initiate contact with clients for the purpose of being accessible/available; identify needs; gather information to assess further areas of need; monitor progress of clients in working on goal plans; follow established procedures, refer to appropriate Centre and community resources and advocate on behalf of the client to other Centre staff or outside resources, as requested by coordinator
- complete accurate intake and discharge procedures with clients as needed
- provide emergency assistance, as required and appropriate, e.g. meals and clothing
- accept and receipt monies, donations, both cash and goods. Donations of only Men's clothing
- attend staff meetings and case conferences and be prepared to offer information regarding clients and service issues

### **SAFETY AND SECURITY**

- implement appropriate emergency procedures as necessary
- maintain radio contact with other residential services. This includes doing battery changes and radio checks as necessary
- ensure that Centre residency guidelines are enforced impartially
- implement consequence measure to sanction inappropriate behavior of clients, in accordance with established policies, procedures and guidelines
- refer clients to Manager of Residential Services or to Front Desk Supervisor for client interviews regarding serious behavioral issues and consequences as necessary (e.g. clients who are denied access)
- provide emergency backup to other Centre services/programs
- do rounds and security checks as indicated by Shift Statement of Duties

### **SUPPORT SERVICES**

- maintain such records as required (e.g. incident reports, log notes, and Bulletins in HIFIS program.)
- check facilities on rounds and note maintenance concerns to the Manager of Residential Services
- attend to any housekeeping duties, as indicated by service and shift duty list
- participate in planning and evaluating Centre's services and in any revision of the Centre's services/programs
- attend to duties outlined by program and Shift Statement of Duties

### **QUALIFICATIONS:**

- relevant post-secondary education in social work or related field
- minimum 1-year experience working with hard-to-serve population with addictions and/or mental health issues. Student placement work may be accepted in lieu of worked experience
- effective communication, both oral and written
- effective interpersonal skills
- knowledge of client community
- knowledge of community resources
- some computer skills in word processing and database use
- bilingual (English and French) an asset

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Successful candidate will be required to provide upon hiring:

- A clear vulnerable sector screening
- Health and Safety training required upon hiring, as well as updated annually

**SALARY: \$16.76 - \$17.25 per hour /16 hours per week**

**HOURS: Saturday and Sunday 6:30am – 3:00pm**

*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.*