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| Position Title: | Front Line Worker | Competition #: | 28/20 |
| Ministry Unit: | Ottawa Booth Centre | Position Type: | 1 part time position |
| Salary Range: | $16.76 | Date posted: | August 7, 2020 |
| City: | Ottawa | Posting Expires: | August 13, 2020 |
| Applications Accepted By: | | | |
| **Fax or E-mail:**  (613) 241-2818 or  FLWjobs@saobc.org  **Attention:** Employee Relations Department  Please no phone calls. | | Mail:  Employee Relations Department  171 George St. Ottawa, Ontario K1N 5W5 | |
| Organization 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   **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 receive 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 measures 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   **Workplace Hazards**   * May deal with angry and abusive clients * May encounter verbal abuse * May be required to deal with client overdose and other medical situations   **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 * experience administering Narcan and/or Narcan training a strong asset * bilingual (English and French) an asset   **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 per hour /16 hours per week  **HOURS:**  Saturday and Sunday 7:30am – 4:00pm    *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.* | | | |