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| Position Title: | Front Line Worker - Anchorage | Competition #: | 46/21 |
| Ministry Unit: | Ottawa Booth Centre | Position Type: |  1 Part time position |
| Salary Range: | $16.76 | Date posted: | September 29, 2021 |
| City: | Ottawa | Posting Expires: | October 5, 2021 |
| Applications Accepted By: |
| Fax at 613 241-2818 or Email at: flwjobs@saobc.org**Attention:** Employee Relations Department**Please no phone calls.** |
| 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:** Assist the client in his recovery process by providing him with information and structure. As well as monitoring the clients progress towards mutually determined goals that the clinical team establishes**.** Incumbent will assist with requirements including safety and security of the building, all Administrative tasks that are associated with the position. **Accountabilities:** **Client Services*** Initiate contact with clients for the purpose of being accessible/available; identifying needs; gathering information to assess further areas of need; monitoring progress of clients in working on goal plans; following established procedures, referring to appropriate Centre and community resources and advocating on behalf of the client to other Centre staff or outside resources, as requested by Manager
* Complete accurate intake and discharge procedures with the clients as needed
* Provide emergency assistance and direction for clients in need
* Attend staff meetings and case conferences prepared to offer information regarding clients and service issues

**Safety & Security*** Implement appropriate emergency procedures as necessary
* Maintain radio contact with other residential services. This includes battery changes and radio checks as necessary
* Random urine screens as directed by Management and Counsellors
* Ensure that Centre residency guidelines are enforces impartially
* Monitor consequences for inappropriate behavior of clients in accordance with established policies, procedures and guidelines as directed by Manager or Supervisor
* Refer clients to Manager or Front Desk Supervisor for interviews regarding serious behavioral issues and consequences as necessary (e.g. clients who are denied access)
* Provide emergency backup for other Centre services/programs
* Do rounds and security checks as indicated by Shift Statement of Duties

**Support Services*** Maintains such records as required in EMHware (e.g. incident reports, log notes )
* Note maintenance concerns to the Manager
* Provide crisis intervention, and relapse prevention by phone when appropriate and counsellors are unavailable
* Case management follow up with clients when necessary
* Attends to any housekeeping duties, as indicated by service and shift duty list
* Participate in planning and evaluating services provided by the Centre and in any revision of the service/program
* Attend to duties outlined by program and Shift Statement of Duties or as directed by management

**Health and Safety** * Adheres to all health and safety policies and procedures in place; complies with all instructions from the employer concerning health and safety as per the Occupational Health and Safety Act and WSIB
* Ensures all procedures, rules and guidelines for the safety and security of clients and staff are enforced and respected

**WORKING CONDITIONS:** * This position works primarily in an office setting within the addiction facility and corporates sitting, walking and going up and down staircases
* A minimal amount of keyboarding and note making
* May deal with angry and abusive clients
* May encounter verbal abuse
* May deal with bed bugs
* May be required to deal with client overdose and other medical situations

**education and experience Qualifications:** **Education, Qualifications and Certifications:** * Completed post-secondary accredited education in Addictions or related field such as Social Work
* Completed accredited training in crisis intervention
* Must supply a current Clear Police Reference Check for Vulnerable Sector

**Experience and Skilled Knowledge Requirements** * Minimum 1- 3 years’ 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
* Proven understanding of the trauma-based modalities
* Knowledge of client community
* Knowledge of community resources
* Experience administering Narcan and/or Narcan training a strong asset

**Skills and Capabilities (examples provided below):** * Effective communication, both oral and written
* Effective interpersonal skills
* Some computer skills in word processing and database
* Attention to detail, problem solving and analytical skills
* Strong sense of integrity and confidentiality with professional ethics and a balanced sense of fairness and flexibility
* Bilingual (English and French) an asset

**Hours:** Saturday and Sunday 3:30pm – 12:00am *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.*.* |