|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Front Line Supervisor at Gladstone House | Competition #: | 34/22 |
| Department: | Gladstone House | Status/Position Type:  | 1 Full time permanent position  |
| Compensation: | $24.50 | Unionized: | No |
| Ministry Unit: | Ottawa Booth Centre | Date posted: | September 2, 2022 |
| Address: | 1167 Gladstone Ave. | Posting Expires: | September 15, 2022 |
| APPLICATIONS ACCEPTED BY: |
| Email at: jobs@saobc.orgFax at 613 241-2818**Attention:** Human Relations Department**Please no phone calls.** |
| Mission, VISION and Values:  |
| 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. **Vision Statement**We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.**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. |
| **TERMS AND CONDITIONS:** |
|  **Position Purpose summary:** The Gladstone House Supervisor will be responsible for all Gladstone House operations while ensuring the security of the premises, residents and staff.**Responsibilities:** * Supervises the general operation and staff of Gladstone House services
* Ensures referral of log notes to appropriate staff
* Facilitates weekly checking and updating of resident medication
* Assists with preparing statistical and operational reports
* Develops and maintains positive relationships with community partners
* Ensures appropriate liaison with community/outreach workers who need information from or consultation with Gladstone House workers
* Prepares rents for Gladstone House Clients
* Maintains referral/waiting list
* May be required to advocate with external agencies on behalf of the clients
* Coordinates weekly resident meetings discussing any house issues and chores
* Reviews and recommends, if necessary, revisions to operational policies and procedures
* Assists with developing and implementing policies & procedures and other tools for effective communication for client services
* May be required to attend local BIA (business improvement areas) meetings

**Human Resources**:* Prepares and ensures departmental schedules and Ultipro timesheets are completed accurately and on time for approval by the Manager/Director
* Participates in interviewing and hiring of the team
* Helps orient and train all staff, volunteers and student placements in the department
* Keeps accurate and up to date supervision notes for review by Manager and Director
* Assists in the evaluation and discipline of workers when necessary
* Exercises strict confidentiality in all HR issues
* Assists managers/coordinators in insuring all mandatory training is completed ontime

**Health and Safety**1. Implements appropriate safety and security procedures as necessary
2. Collaborates with the Director of Program to ensure integration of safety and security for Addiction Services into the overall Ottawa Booth Centre plan
3. Ensures that staff is aware of and trained in emergency and safety procedures
* Ensures, through employees, that all procedures, rules, and guidelines for the safety and security of residents and staff are strictly enforced and adhered to
* 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

**FINANCIAL AND MATERIALS MANAGEMENT:** * Prepares rents for Gladstone House Clients

**Working Conditions:** * May deal with angry and abusive clients
* May encounter verbal abuse
* May be required to deal with client overdose and other medical situations
* May be required to lift approx. 50 lbs.

**education and experience Qualifications:** **Education, Qualifications and Certifications:** * Relevant community college/university education in social work or related field

**Experience and Skilled Knowledge Requirements:*** Minimum two years’ supervisory experience
* Minimum two years’ experience working with a marginalized population
* Ability to diffuse situations with angry clients both in person and on the phone

**Skills and Capabilities:** * Effective communication skills, particularly in negotiating and advocating for clients’ needs
* Strong writing skills for documentation and correspondence
* Basic computer skills including a working knowledge of Microsoft Office
* Experience administering Narcan and/or Narcan training a strong asset
* Bilingualism an asset (English and French)
* Must supply a current Clear Police Reference Check for Vulnerable Sector

**HOURS:** Monday to Friday 8:00am – 4:30pm *In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for* ***all new employees within the Province of Ontario, Social Services sector****.  The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.***The Salvation Army offers accommodation for applicants with disabilities in its recruitment process.  If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.**We thank all applicants, however, only those candidates to be interviewed will be contacted.*You must advise your managing supervisor of your intentions prior to submitting your application.*Imagine Canada Logo |