



NANAIMO MINISTRIES
JOB POSTING
SUPPORT WORKER – NEW HOPE CENTRE
MENS SHELTER

Wage Rate: \$15.23 (post probation)

Casual positions – (0-15 hrs/week) includes (possible) days, afternoons, graveyards, rotating and swing shifts
Scheduling for certain shifts may be restricted based on gender as a bona fide occupational requirement.

Position: Support Worker

CHARACTERISTIC JOB DUTIES:

The incumbent is responsible for the following range of job duties characteristic, or typical of the job class:

- Monitors the activities of the clients/residents and maintains availability for personal, practical and morale support; may include providing safe storage and recording of prescribed medications
- Accurately records day-to-day happenings using appropriate methods; maintains logbooks and completes occurrence reports
- Liaises with referral sources and other external agencies as needed (e.g. welfare, police, parole, urgent situations)
- Coordinates client care relating to security issues; may be directly involved in taking urine samples, doing bed checks, room/personal searches
- May carry out inspection/security checks of property and grounds in accordance with policies and procedures
- Handles the admission, orientation and evaluation of clients' understanding of rules; ensures ongoing enforcement of policies, which may include client discipline
- May handle finances relating to room rentals and meal tickets, and receipting of same
- May serve as Receptionist for Shelter
- May prepare or provide simple meals for clients/residents
- Performs other duties as assigned

MINIMUM EDUCATION LEVEL ATTAINED:

The successful job applicant will have completed high school, plus specialized courses of up to six (6) months (Addictions Facilities).

SPECIAL LICENSES, DIPLOMAS, CERTIFICATIONS OR REQUIREMENTS:

The successful applicant will hold/have:

- Addiction Facility – Addictions Counselling Courses
- Enhanced Reliability Criminal Record Check

MINIMUM PRIOR RELATED EXPERIENCE:

The incumbent must have the following experience before hire:

More than three months but less than one year of prior related experience, including, experience with frontline work in a social services setting.

CONCENTRATION REQUIRED:

The performance of the job requires continuously monitoring the environment, monitoring security cameras and attentiveness when interacting with clients and recording information.

Conditions of Employment:

The Support Worker maintains professional relationships with residents that may be potentially aggressive and have problems with behavioral management. Good skills in conflict resolution and non-violent intervention are an ongoing expectation of this position.

Scheduling for certain shifts may be restricted based on gender as a bona fide occupational requirement.

Full position description may be obtained from your Supervisor, if required.

Applications will be accepted:

Ongoing

If you are interested in the above position please forward your resume to:

Kim Maandag, Employee Advisor
kim_maandag@sanaimo.org