



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

Casual on-call positions
includes days, afternoons, graveyards, rotating and swing shifts

Position: Shelter Worker

Supervision: The Shelter Worker is directly supervised by the Shelter Manager

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
- Performs other duties as assigned

NOTE: Not all incumbents perform all of the duties described above but perform a similar range of duties.

Conditions of Employment:

The Shelter 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.

If you are interested in the above position please forward your resume to:
Jan_Swinski, Shelter Manager, Nanaimo Ministries
Jan_swinski@sanaimo.org

Posting Date: April 18, 2018