

We're Hiring!



HOMELESS SHELTER WORKER (Canada Summer Job)

Job Status: *Temporary, Full-time*

Hours of Work: *35 hours per week*

Program: *Hyland House & Bill Reid Place*

Positions: *4 positions*

Constituency: *Surrey Newton / South Surrey - White Rock*

Options Community Services is a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

This position assists in providing temporary emergency care and implement strategies allowing residents to obtain the skills necessary in securing accommodation and maintaining independence. It will involve working collaboratively with staff and the residents in attaining designated goals.

****The latest job end date for Canada Summer Job, 2023 is September 2, 2023.**

ACCOUNTABILITIES

- Provide a safe home which includes securing the premises, maintaining the property to ensure safety (including minor repairs), ensuring that unsafe actions by residents are responded to, and ensuring staff's safety.
- Assist in basic maintenance i.e. installing safety devices, intervening and managing conflict between residents.
- Take referrals on a 24-hour basis and process extensions of stay when needed.
- Assist with data entry (electronic and written) into resident files and logs.
- Intake and orientation of residents referred to the Shelter Program.
- Maintain awareness of any issues experienced by the residents and inform the supervisor.
- Supervise basic life skills chores or teach residents how to complete them in a supportive manner.
- Encourage basic hygiene for all residents and model appropriate behavior at all times.
- Identify resident barriers and jointly with the resident, come up with a plan to deal with the issues presenting
- Provide information and resources to the residents where appropriate, to deal with presenting issues/barriers.
- Perform other duties necessary for the enhancement of the program as directed by assistant program manager or program manager.

QUALIFICATIONS

Education, Training, and Experience:

- Bachelor's degree in Psychology or a related field.
- Previous experience volunteering in a non-profit organization.
- First-Aid and Food safe certification.
- Valid driver's license Access to a reliable vehicle.

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Skills and Abilities:

- Demonstrated flexibility and the willingness to adapt to changing situations.
- Ability to easily build rapport with people.
- Demonstrated interpersonal and effective communication skills.
- Ability to work individually and as a part of the team.
- Good organization and time-management skills.
- Ability to identify sensitive issues and maintain confidentiality.

ELIGIBILITY REQUIREMENTS

This position is supported by the Canada Summer Jobs (2023) program. This position is contingent on Federal Government Grant funding.

- Candidates must be aged 15-30 years at the beginning of employment.
- Must be either a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred (international students are ineligible) and be legally entitled to work in Canada.
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

SPECIAL REQUIREMENTS

- Satisfactory Criminal Reference Check / Vulnerable Sector search as per the agency policy.
- Personnel must sign a Confidentiality Agreement and Code of Ethics.

PLEASE APPLY TO: Andrea Dodd, Program Manager
Options Community Services Society
Email: andrea.dodd@options.bc.ca

Please include a cover letter clearly indicating the posting title and outlining your qualifications and related experience for the position]