

Job Posting

#17.61 Winter Shelter

Staff and Team Leads

Term – November 1, 2017 – March 31, 2018

All shifts available

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization with Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcomed. **A team approach is critical to living out our mission and values and to directing our work.**

Position Overview:

These positions will be filled in response to community requirements for winter shelter. The positions will report to the Shelter Team Lead/Shelter Manager and be responsible for assisting in the operation of a temporary winter shelter.

**Must have flexible availability and be able to commit to the season.
(November 1, 2017 – March 31, 2018)**

Duties:

Under the direction of the Shelter Manager and Team Lead the Shelter Worker will:

- Create a safe, welcoming and calming environment for the men and women entering our facility. Stay observant of the environment and provide calming intervention as required to ensure the safety of everyone and policies are being respected.
- Provide first response to crisis intervention as required. Communicate with team members and Team Lead and work alongside them to deescalate and resolve situations. Call for assistance when appropriate. Report all incidents, observations, and unsafe conditions through the proper channels.
- Commencing and closing shelter as hours dictate.
- In-taking people as they arrive into the shelter.
- Clean up shelter as needed throughout the day, night and in the morning.
- Maintain a professional yet compassionate relationship with family members.
- Team Lead may be responsible for scheduling staff to ensure there are appropriate levels of staff for the shelter.
- Team Lead is responsible for supervising the shelter staff while on shift and making any decisions involving patrons of the shelter.

Qualifications:

Knowledge of current social issues related to homelessness, mental illness and drug addiction would be an asset. Related social services education and experience would be preferred.

Skills and Abilities:

- Experience working with marginalized populations an asset.
- Familiarity with related shelter resources and other services, such as welfare system, addiction and mental health support agencies.
- Demonstrated ability to work with challenging behavior and stressful situations.
- Demonstrated ability to apply safe work procedures.
- Non-Violent Crisis Intervention training and First Aid Certification a definite asset.
- Naloxone training a definite asset.
- Flexible and tolerant attitude to diverse cultures.
- Ability to work independently and part of a Team.
- Ability to communicate effectively with clients and co-workers both verbally and in writing.
- Effective personal boundary setting skills with both clients and co-workers.
- Demonstrated problem solving skills.
- Multi-tasking skills
- **For Team Lead positions some supervisory experience is necessary.**

Working Conditions/Compensation:

- **Compensation: \$ 19.00 per hour – Shelter Staff, \$22.33 per hour – Shelter Team Leads. Plus 6% vacation pay. All shifts will commencing after 10:00 p.m. will receive \$1.00/hour premium.**
- **Shifts will vary, but could be day, evening or overnight shifts.**

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 4:30 p.m., October 13, 2017 to careers@ourplacesociety.com or to Our Place Society, Attention Marion Hoadley, HR Manager, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote “**File #17.61 Shelter Staff/Team Leads**” in the subject line.