

## Job Posting

# #22.132 FRONT DESK STAFF

## Muncey Place

**\*See Below For Shift Details\***

*This posting is open to all qualified applicants.*

Our Place Society (OPS) is an organization founded 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:

This position is located at our residential housing site on Blanshard Street. You will report to the Site Supervisor and be responsible for assisting in the daily operations.

### Duties:

Under the direction of the Site Supervisor:

- Ensure 24-hour observation of the facility.
- Provide appropriate access to residential floors.
- Provide appropriate access to other floors for all people entering the building.
- Monitor video surveillance equipment, building systems and alarms and respond accordingly.
- Maintain current knowledge of emergency procedures.
- Report incidents in accordance with policies and procedures.
- Maintain an awareness of concerning behavior by the public, family members, residents and staff.
- Follow health and safety policies and procedures.
- Maintain a professional demeanor at all times when representing Our Place Society. This includes the public, donors, law enforcement, first responders, residents, family members and staff.
- Work cooperatively and/or alone responsibly along with the Security Team.

### Qualifications:

The ideal candidates will possess:

- Any post-secondary education is an asset with preference in the human and social services field in a Degree, Diploma or Certificate program such as: BSW, Mental Health Worker, Community Health Worker, Mental Health and Addiction Worker and Social Services Worker.

- Equivalent experience in the community social services sector with working knowledge of community support agencies and resources will be considered.
- Knowledge of current social issues related to homelessness, mental illness and drug addiction is essential.

### **Skills and Abilities:**

- Experience working with marginalized populations essential.
- Familiarity with related 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 is an asset.
- Flexible and tolerant attitude to diverse cultures.
- Ability to work independently.
- 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

### **Working Conditions/Compensation:**

**Shift:** Part Time, Days – Sunday to Monday, 9am to 5pm. 15 hours/week guaranteed.

**Compensation:** \$21.45 to \$23.39 per hour

**Benefits:** Access to our EAP (Employee Assistance Program).

### **How To Apply**

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience, qualifications and the specific position applying for, by 4:30 p.m., Wednesday, November 2, 2022 to [careers@ourplacesociety.com](mailto:careers@ourplacesociety.com) or to Our Place Society, Attention Marion Hoadley, HR Director, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote “**File #22.132 Front Desk Staff – Muncey Place**” in the subject line.

**Please note: All applications must have a cover letter to be considered.**

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve, and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.