

Employment Opportunity - Posting

The Salvation Army – Fort St John B.C.



Giving
Hope
Today

Job Title:	Supportive Housing Support Worker (Residential Worker B)	Competition #:	5118-RESB-FT
Ministry Unit/Dept:	Fort St John, Northern Centre of Hope Supportive Housing	Status:	Full Time
Starting Wage:	\$21.07 hr	Date Posted:	June 18, 2024
Address:	9916 99 ave	Posting Expires:	Until Filled
Applications Accepted By:			
E-mail: FortStJohn.hr@salvationarmy.ca Attention: HR Department <p style="text-align: center;">Please no phone calls.</p>		Mail:	
MISSION AND VALUES:			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p>Mission Statement The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p>Core Values The Salvation Army Canada and Bermuda has four core values:</p> <p>Hope: We give hope through the power of the gospel of Jesus Christ. Service: We reach out to support others without discrimination. Dignity: We respect and value each other, recognizing everyone’s worth. Stewardship: We responsibly manage the resources entrusted to us.</p>			
JOB DESCRIPTION:			
POSITION PURPOSE SUMMARY:			
<p>The Supportive Housing Front Desk Worker will be responsible for ensuring a safe and secure environment in the supportive housing program and responding to tenant inquiries and complaints in accordance with the program plan, contractual agreements, Salvation Army standards, best practices and identified tenant needs. They will report directly to the Program Supervisor.</p>			
BASIC FUNCTIONS/RESPONSIBILITIES:			
<ul style="list-style-type: none"> • Acts as the main point of contact for all tenants • Handles inquiries and complaints from tenants • Conducts wellness checks where required • Consistently demonstrates respect and empathy for all guests, staff and volunteers • Maintains availability for personal, practical, and moral support • Answers the program department telephone and records/remits messages • Liaises with referral sources and other external agencies as needed, provides referrals for tenants where required • Ensures ongoing monitoring of policies 			

- Performs other assigned job-related duties as required to ensure a safe and secure environment
- Accurately records day-to-day happenings using appropriate methods
- Maintains logbooks and completes incident reports
- Performs internal and external security checks
- May handle finances relating to room rental, and receipting of same
- Accurately records day-to-day happenings
- Coordinates guest care relating to security issues
- Performs other assigned duties as required to ensure a safe and secure environment

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Grade 12 education or equivalent
- Preferred applicant will have completed at least 2 years of Community College.
- Criminal Record Check
- CPR, First Aid Level 1 Certification
- Non-Violent Crisis Training an asset
- **HOURS: Monday-Friday, 3:30pm-11:30pm**

PREFERRED SKILLS/CAPABILITIES:

- Strong service ethic and a friendly disposition with the public
- Adaptability to change and frequent interruptions
- Team oriented and able to take initiative
- Willingness to work with people from diverse cultural backgrounds
- Problem solving
- Personable
- Team player
- Organized
- Computer ability

Successful candidates, prior to hiring, may be required to provide:

- Background check consent.
- A clear vulnerable sector screening.
- A clean drivers abstract.
- Completion of our online Praesidium Abuse Training and required Health and Safety training.

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.



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