

# Employment Opportunity - Posting

## The Salvation Army – Fort St John B.C.



Giving  
Hope  
Today

<b>Job Title:</b>	Program Assistant	<b>Competition #:</b>	5118-RESC-PT-Weekdays
<b>Ministry Unit/Dept:</b>	Fort St John, Northern Centre of Hope   Supportive Housing	<b>Status:</b>	Part Time
<b>Starting Wage:</b>	\$19.03	<b>Date Posted:</b>	January 24, 2024
<b>Address:</b>	9824 99 ave	<b>Posting Expires:</b>	Until Filled
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> employeerelations@nchope.ca  <b>Attention:</b> HR Department  <b>Please no phone calls.</b>		<b>Mail:</b>	
<b>MISSION AND VALUES:</b>			
<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><b>Mission Statement</b> 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><b>Core Values</b> The Salvation Army Canada and Bermuda has four core values:</p> <p><b>Hope:</b> We give hope through the power of the gospel of Jesus Christ.  <b>Service:</b> We reach out to support others without discrimination.  <b>Dignity:</b> We respect and value each other, recognizing everyone’s worth.  <b>Stewardship:</b> We responsibly manage the resources entrusted to us.</p>			
<b>JOB DESCRIPTION:</b>			
<b>POSITION PURPOSE SUMMARY:</b>			
<p>The Program Assistant, Supportive Housing, will work in conjunction with the Program Team to provide additional support to the tenants of the facility. Some duties may include in-room support with laundry or meal prep, accompaniment to appointments and activities as outlined in their personal plans.</p>			
<b>BASIC FUNCTIONS/RESPONSIBILITIES:</b>			
<ul style="list-style-type: none"> <li>• Provides support to tenants and staff in program delivery</li> <li>• Assists with daily operations, laundry, food services prep, light cleaning</li> <li>• Is involved in accompaniment off-site with tenants, reporting to Key Workers daily activities in conjunction with personal plans</li> <li>• Consistently demonstrates respect and empathy for all tenants</li> <li>• Maintains availability for personal, practical, and moral support</li> <li>• Accurately records relevant information to support staff</li> <li>• Liaises with referral sources and other external agencies as needed</li> <li>• Ensures ongoing enforcement of policies</li> <li>• Performs other job-related duties as required to ensure a safe and secure environment</li> </ul>			

**QUALIFICATIONS AND EDUCATION REQUIREMENTS:**

- Grade 12 education or equivalent
- CPR, First Aid certification
- Food Safe Level 1 Certification
- Non-Violent Crisis Training an asset
  
- **HOURS: Monday – Friday, 2:00 pm-6:00 pm**

**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

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.*

