

Employment Opportunity - Posting

The Salvation Army – Fort St John B.C.



Giving
Hope
Today

Job Title:	Community Ministries Worker B	Competition #:	3000 – CMWB - TEMP
Ministry Unit/Dept:	Salvation Army Fort St. John	Status:	Full Time / Temporary
Salary Range:	\$18.86 - \$23.57	Date Posted:	February 12, 2024
Address:	10116 100 Avenue, Fort St. John	Posting Expires:	When position filled
Applications Accepted By:			
E-mail: employeerelations@nchope.ca Attention: HR Please no phone calls.			
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 Community Ministries Worker assists individuals and families who seek support to meet their basic human needs. This position provides guidance and support as part of a team in the areas of: emergency client assistance, community feeding programs, community referrals, seasonal programs and other programs that are developed to meet the needs of clients and the community. This position provides administrative support to the Community and Family Services department.</p>			
BASIC FUNCTIONS/RESPONSIBILITIES:			
Community & Family Services:			
<ul style="list-style-type: none"> • Meet with clients to assess their needs through intake processes using the Link2Feed client management system • Distribute emergency food, Thrift Store vouchers and transportation vouchers (gas cards and bus tickets) per current operational policies • Provide resource referrals to clients to address needs • Under the direction of the Executive Director, assist with new and existing program and service provisions 			

- Utilize the TSA Volunteer Services Program as a way to recruit, train, schedule, evaluate and thank volunteers
- Network with referral agencies and/or other community sources of assistance, as required

Administration:

- Input data; complete and submit all statistical reports in a timely manner
- Maintain confidentiality and keep accurate participant files and statistical records
- Conduct all administrative duties as outlined with due diligence
- Follow direction on the compliance and adherence to Operating Policies and Procedures (i.e. gift cards, vouchers etc.)
- Ability to perform administration duties that may need to be addressed in the absence of the Executive Director
- Ability to tell the Ministry Units story through Social Media platforms
- Apply for grants for the department and complete necessary grant tracking and reporting

Seasonal

- Assist participants with registering for all seasonal programs and services
- Under the direction of the Executive Director, assist with coordination of children attending summer camp programs
- Distribute available items and donations to all participants who have registered for assistance through the Backpack and Christmas programs
- May be required to assist with the coordination of the Kettle Campaign including but not limited to: recruitment of volunteers, kettle site set up, security of kettle donations, counting and recording kettle donations

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Education/Certifications:

- Minimum successful completion of 2 years of community college
- First Aid/CPR Certification
- Food Save Certification
- Non-violent Crisis Intervention Certification will be considered an asset

Experience:

- Minimum of two to three years' related experience including working directly with marginalized people
- NOTE: Equivalent combinations of education and experience may be considered

Required Skills/Knowledge:

- Knowledge of community-based resources is an asset
- Experience in office administration, computers, and database entry
- Working knowledge of Microsoft Office software
- Ability to effectively utilize digital tools for communication
- Must be able to establish good working relationships with community partners
- Must be able to work independently and as part of a team environment
- Able to work in a consultative, diplomatic and tactful manner
- Ability to maintain information in confidence and exercise good judgement

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- Ability to lift weights of up to 40 lbs
- Strong sense of integrity with professional ethics and a balanced sense of fairness and flexibility
- Ability and willingness to provide an original copy of a Background Check with vulnerable sector screening and The Salvation Army Abuse Registry that is satisfactory to The Salvation Army, in its sole discretion
- Able to proactively recognise potential risks and issues, respond with solutions and engage others in implementing change
- Attention to detail, problem solving and analytical skills.
- Strong written and verbal communication skills - clear and simple to understand
- Effective organizational and time management skills – self-motivated and disciplined self-starter
- Ability and willingness to adhere to, support, and promote The Salvation Army’s mission, vision, and values

HOURS: Monday to Friday 8:30 am - 5:00 pm

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.

