

EMPLOYMENT OPPORTUNITY

The Salvation Army
British Columbia

POSITION: Front Desk Support Worker (Residential Worker A)
FACILITY: Northern Centre of Hope: Emergency Shelter
LOCATION: 9824 99 Ave, Fort St. John BC



Giving Hope Today

RESPONSIBILITIES:

- Handles the admission, orientation and evaluation of guests
- Supports case plans, Monitors the activities of the guests
- Performs internal and external security checks
- Consistently demonstrates respect and empathy for all guests
- Maintains availability for personal, practical and moral support
- Provides safe storage and recording of prescribed medications
- May handle finances relating to room rentals and meal tickets, and receipting of same
- Answers the program department telephone and records/remits messages
- Accurately records day-to-day happenings
- Liaises with referral sources and other external agencies as needed
- Coordinates guest care relating to security issues
- Ensures ongoing enforcement of policies
- Performs other assigned duties as required to ensure a safe and secure environment

QUALIFICATIONS

- 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
- Grade 12 education or equivalent, preferred applicant will have completed at least 2 years of Community College.
- Criminal Record Check
- CPR, First Aid and Non-Violent Crisis Training an asset
- Computer ability

SALARY/GRADE:

- **Permanent Full Time**
- Hours: 12 hour shifts/Days, Front Desk/40 hour per week average

APPLICATIONS:

Interested applicants are encouraged to submit a cover letter and resume via email, indicating Front Desk Support Worker in the subject line, to Northern Centre of Hope Human Resources:

Employee Relations
employeerelations@nchope.ca

Please note that while we thank all who apply we will only be contacting those candidates who qualify for an interview. No phone calls please.

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.