

Employment Opportunity - Posting

The Salvation Army – Fort St John B.C.



Giving
Hope
Today

Job Title:	Shelter/Supportive Housing Front Desk (Residential Worker B)	Competition #:	2025-2
Ministry Unit/Dept:	Fort St John, Northern Centre of Hope Shelter/Supportive Housing	Status:	Casual Day, Night and Weekend Shifts
Salary Range:	\$22.48	Date Posted:	January 8, 2025
Address:	9824 99 Ave/9916 99 Ave	Posting Expires:	January 15, 2025
Applications Accepted By:			
E-mail: FortStJohn.HR@salvationarmy.ca Attention: HR Department <u>In the subject line please indicate the job title and competition #</u> Please no phone calls.		CASUAL EXPECTATIONS AS PER COLLECTIVE AGREEMENT: <ul style="list-style-type: none"> Casuals must indicate availability for 16 shifts: four must be Saturday or Sunday and two additional must be graveyard (where applicable). Casuals shall also provide availability for eight statutory holidays annually, including Christmas or New Years. 	
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:			
This position exists to support guests in our shelter and supportive housing programs and to work with fellow teammates to ensure a safe and healthy work environment.			
BASIC FUNCTIONS/RESPONSIBILITIES:			
<ul style="list-style-type: none"> 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

CASUAL EXPECTATIONS AS PER COLLECTIVE AGREEMENT:

- Casuals must indicate availability for 16 shifts: four must be Saturday or Sunday and two additional must be graveyard (where applicable). Casuals shall also provide availability for eight statutory holidays annually, including Christmas or New Years.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Grade 12 education or equivalent, preferred applicant will have completed at least 2 years of Community College – diploma in Social Services.
- CPR, First Aid Certification
- Criminal Record Check
- Non-Violent Crisis Training an asset

- **HOURS: On Call**

PREFERRED SKILLS/CAPABILITIES:

- Problem solving
- Personable
- Organized
- 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
- 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.



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. Each position contributes to the mission of The Salvation Army.