



## Employment Opportunity - Ontario Division

<b>Job Title:</b>	Front Line Worker	<b>Competition #:</b>	60/21
<b>Department:</b>	Residential Services	<b>Status/Position Type:</b>	2 Full time positions and 1 Part time position
<b>Compensation:</b>	\$17.27	<b>Unionized:</b>	Yes
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Date posted:</b>	November 23, 2021
<b>Address:</b>	171 George Street	<b>Posting Expires:</b>	December 6, 2021

### APPLICATIONS ACCEPTED BY:

Email at: [flwjobs@saobc.org](mailto:flwjobs@saobc.org)

Fax at 613 241-2818

**Attention:** Human Relations Department

**Please, no phone calls.**

### MISSION, VISION AND VALUES:

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.

#### 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.

#### Vision Statement

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

#### Core Values:

**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.

### TERMS AND CONDITIONS:

#### POSITION PURPOSE SUMMARY:

To provide Front Line service to the Ottawa Booth Centre's clients within the context of the Centre's overall operations, including maintaining the security of the facility and its residents.

#### RESPONSIBILITIES:

- client services
- safety and security
- support services
- service /shift specific duties

#### CLIENT SERVICES

- initiate contact with clients for the purpose of being accessible/available; identify needs; gather information to assess further areas of need; monitor progress of clients in working on goal plans; follow established procedures; refer to appropriate Centre and community resources and advocate on behalf of the client to other Centre staff or outside resources, as requested by coordinator
- complete accurate intake and discharge procedures with clients as needed
- provide emergency assistance, as required and appropriate, e.g. meals and clothing
- accept and receive monies, donations, both cash and goods. Donations of only Men's clothing
- attend staff meetings and case conferences and be prepared to offer information regarding clients and service issues

#### SAFETY AND SECURITY

- implement appropriate emergency procedures as necessary
- maintain radio contact with other residential services. This includes doing battery changes and radio checks as necessary
- ensure that Centre residency guidelines are enforced impartially
- implement consequence measures to sanction inappropriate behavior of clients, in accordance with established policies, procedures and guidelines
- refer clients to Manager of Residential Services or to Front Desk Supervisor for client interviews regarding serious behavioral issues and consequences as necessary (e.g. clients who are denied access)





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- provide emergency backup to other Centre services/programs
- do rounds and security checks as indicated by Shift Statement of Duties

### SUPPORT SERVICES

- maintain such records as required (e.g. incident reports, log notes, and Bulletins in HIFIS program.)
- check facilities on rounds and note maintenance concerns to the Manager of Residential Services
- attend to any housekeeping duties, as indicated by service and shift duty list
- participate in planning and evaluating Centre's services and in any revision of the Centre's services/programs
- attend to duties outlined by program and Shift Statement of Duties

### Workplace Hazards

- May deal with angry and abusive clients
- May encounter verbal abuse
- May be required to deal with client overdose and other medical situations

### EDUCATION AND EXPERIENCE QUALIFICATIONS:

#### Education, Qualifications and Certifications:

- Relevant post-secondary education in social work or related field

#### Experience and Skilled Knowledge Requirements

- Minimum 1- 3 years' experience working with hard to serve population with addictions and/or mental health issues. Student placement work may be accepted in lieu of worked experience
- Knowledge of client community
- Knowledge of community resources
- Experience administering Narcan and/or Narcan training a strong asset

#### Skills and Capabilities (examples provided below):

- Effective communication, both oral and written
- Effective interpersonal skills
- Some computer skills in word processing and database
- Bilingual (English and French) an asset
- Must supply a current Clear Police Reference Check for Vulnerable Sector

**Hours:** Full time 1) Tuesday to Saturday – 10:30pm – 7:00am

Full time 2) Thursday to Saturday – 11:30pm – 8:00am and Sunday and Monday 10:30pm – 7:00am

**Part time hours:** Sunday and Monday – 11:30pm – 8:00am

*In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for all employees in Canada. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial/territorial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.*

**The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.**

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

*You must advise your managing supervisor of your intentions prior to submitting your application.*

