



**** EMPLOYMENT OPPORTUNITY ****
(Full time –Permanent)

POSITION: Program Support Worker - Overnight

PROGRAM: Charles Street Men's Shelter

PROGRAM: A short-term shelter providing support for men experiencing homelessness on the journey towards stable housing.

PURPOSE: To relate with men accessing services and provide basic supports related to emergency shelter.

GENERAL RESPONSIBILITIES:

1. Perform intake for those accessing the shelter
2. Janitorial duties
3. Meal set-up and supervision
4. Relate with men accessing the drop-in and/or shelter
5. Perform Shelter team duties ensuring the best possible operation of the program
6. Responsible for working in a healthy and safe manner
7. House of Friendship organizational responsibilities

QUALIFICATIONS:

1. Understanding of human interactions usually attained by life experience and/or by related education
2. Ability to enter registration information into data base
3. Ability to perform janitorial duties
4. Ability to carry and operate cleaning equipment (eg. floor buffer, vacuum)
5. Strong interpersonal skills
6. Very good oral and written communication skills
7. Ability to handle crisis situations in a calm manner
8. Experience of homelessness or relating with people experiencing homelessness
9. Current Standard First Aid Certification or willingness to obtain at hiring
10. Ability to work effectively with people from various abilities, life situations and cultural backgrounds
11. Aptitude for accurate and efficient computer data entry
12. Experience in a social service setting preferred
13. Commitment to understand and uphold the mission and values of House of Friendship is expected

POSITION DETAILS:

- Average of 42 hours per week, 8:00pm to 8:00am on a two week rotating schedule, this schedule will work every other weekend

PLEASE SUBMIT COVER LETTER AND RESUME TO:

Ashley Grinham, Program Supervisor, Charles Street Men's Shelter
ashleyg@houseoffriendship.org

Please specify Job Posting # HOF03SAL when applying

APPLICATION CLOSING DATE: June 26, 2017

POSITION START DATE: As Soon As Possible

We thank all applicants. Only those selected for an interview will be contacted