



House of Friendship – Program Support Worker - Relief

At HOF we believe in what we are doing. We get out of bed each day to make a difference in our community; to walk with and to serve. We are not happy with the status quo. We get energy from ongoing learning and growth. We lead with passion and believe without a doubt that everyone deserves to belong and thrive. We live and breathe our values of Compassion, Inclusion, Justice, Dignity and Hope. And we have fun!

Sounds pretty great doesn't it? It is!

We are seeking a reliable, emotionally intelligent and organized individual to work overnight shifts at our Men's Shelter program. You will provide support to men accessing the services of the Charles Street Men's Shelter – an emergency shelter for males experiencing homelessness.

****This is a casual position to provide overnight coverage for our regular overnight staff.
You must be willing and able to work overnight shifts from 8:00 pm to 8:00 am****

Your key responsibilities include:

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

Your skills and experience include:

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. Lived experience of homelessness, addictions and/or mental illness
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

If you are as passionate as we are about serving the community, let's talk.

Please send your resume and cover letter by email to Nicole K, Shelter Coordinator, Charles Street Men's Shelter at nicolek@houseoffriendship.org by October 29, 2017.