



Mission Services of Hamilton, a Christian charitable organization serving disadvantaged people, invites applications for the following position

JOB POSTING
Men's Services
RESIDENTIAL ATTENDANT
Relief Position
\$13.92 - \$16.15 per hour (Class 5)

KEY RESPONSIBILITIES:

1. Monitor and interact with residents on all shifts, acting as part of the case management team and participating in the development and implementation of individualized case plans.
2. Maintain security of residents and buildings on all shifts.
3. Perform essential residential functions, e.g., general housekeeping duties, intake, documentation and records and reporting.
4. Communicate with members of the case management team on issues regarding residents' stays.
5. Process information, both written and by computer.
6. Work with and provide direction to volunteers and students, providing support and instruction to ensure policies and procedures are followed.
7. Cover call in shifts for vacations, statutory holidays, sick time, etc. as required whenever possible.
8. Other duties as required to ensure the continuation of service to residents/clients.
9. Work safely, identify any health and safety concerns and report to management, and follow Mission Services workplace health and safety policies and procedures at all times.

QUALIFICATIONS:

1. Social services diploma, addictions diploma or relevant experience.
2. Understanding of addictions issues and/or crisis shelter operation; experience working with homeless men and a second language are assets.
3. Strong interpersonal skills.
4. Must be able to work independently and effectively as part of a team.
5. Excellent written and verbal communication skills.
6. Minimum Ontario Secondary School Diploma.
7. Computer-literate; familiar with Microsoft Word and Excel.
8. Knowledge of workplace health & safety.
9. Second language is an asset.
10. Committed to uphold the organization's mission, values and standards.

Only those selected for an interview will be contacted, no phone calls please.

Please submit a résumé with cover letter to:

Human Resources

Mission Services of Hamilton, Inc.

Fax (905) 521-0251 or e-mail to hr@mission-services.com