

JOB POSTING

Men's Services
Relief Residential Attendant
\$14.56 - \$16.98 per hour (Class 5)

Mission Services of Hamilton, Inc. is a Christian, non-profit, charitable organization whose purpose is to serve men, women and children in the greater Hamilton area in response to basic human needs and to support them in reaching their potential thereby fulfilling God's call to act justly, to show mercy and to offer hope. We currently are seeking to fill part-time Relief Residential Attendant positions in our Men's Residence. These positions are required to work all shifts. If you have the proper qualifications, we invite you to apply for this position.

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. Perform housekeeping duties as assigned on all shifts.
8. Cover call in shifts and shifts for vacations, statutory holidays, sick time, etc. as required whenever possible.
9. Other duties as required to ensure the continuation of service to residents/clients.
10. 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. Applications will be reviewed until positions are filled. Please submit a résumé with cover letter to:

Shelter Manager

Mission Services of Hamilton, Inc., P.O. Box 368, Hamilton ON L8L 7W2

or e-mail to eharvey@mission-services.com