



Title: Evening Support Worker (Part Time)

Reports To: Manager, Hospitality Services or designate

Department: Shelter Services

We are currently accepting application for Part Time Evening Support Worker position for twenty one (21) hours per week.

Role Summary and Responsibilities:

Job duties for this position include: Screening clients, carrying out registration and admission to overnight shelter, providing brief support and referring clients to other shelters and services as needed, answering telephone calls and inquiries, providing information and taking messages as required, monitoring the safety, security and wellbeing of clients, picking up donations as directed, performing any other role related task that may be assigned from time to time etc.

The successful candidate must take initiative and work effectively both independently and as part of team to accomplish daily tasks.

Skill, Nature and Scope:

- Demonstrated commitment to the Mission, Vision and Values of Good Shepherd Ministries is a requirement.
- Demonstrates clerical and administrative skills acquired through equivalent work related experience.
- Excellent written communication skills to document activities and produce reports (i.e incident report). Ability to clearly communicate with Department Directors, employees, volunteers, visitors and clients.
- Experience working with individuals experiencing homelessness
- Excellent interpersonal, crisis intervention and customer service skills.
- The ability to patiently deal with clients experiencing multiple challenges is essential.
- Diploma or equivalent education in Social Services

Wages:

\$17.44 per hour start rate and \$18.10 per hour after successful completion of a probationary period.

Please send application and resume to employment@goodshepherd.ca OR by regular mail: to the attention of Human Resources, 412 Queen Street East, Toronto, ON, M5A 1T3.

Thank you for those who applied, however, only those selected for interview will be contacted.

Application will be accepted until midnight December 31, 2018