



Job Title: Shelter Assistant

Qualified candidates will be 15-30 years of age, attended school full time in past academic year, and returning to school full time this September.

The YES Shelter is enriched by the diversity of our client base and seeks staff that reflects this diversity. Specifically, please indicate if you identify as an individual with a disability, a visible minority, or have indigenous ancestry, we welcome your application.

Full Time: 30 hrs/week, 6 hours per day

Pay Range: \$14.00/hr

Duration: 30 hours/week for 8 weeks (Monday, May 14th – Friday, July 6th, 2018)

Duration: 30 hours/week for 8 weeks (Monday, July 9th – Friday, August 31st, 2018)

Application Deadline: As Soon As possible

Interview Date: May 8th, 2018

Overview of Position

Shelter Assistant will act as part of a team responsible for the physical and social environment within a 30(+) bed shelter facility serving youth ages 16-24 (including indigenous and marginalized youth, and youth involved with CAS) and families. They will support the activities of the front-line shelter team, to guide YES residents in acquiring for themselves access to supports, including housing and employment, education, social assistance benefits, and skills for daily life.

Shelter Assistant responsibilities include such diverse tasks as file management and note writing, data entry and tracking, regular client engagement, security and cleanliness of area of responsibility and delivery of food supports which may involve meal preparation.

- Participate in the ongoing assessment of client needs and strengths, and work with front-line staff and case management to support clients to meet their goals/responsibilities, in collaboration with YES services/programs and other service providers/stakeholders
- Answer phones in a busy, multi-line office environment, taking messages and forwarding calls
- Facilitate and record residents' access to medication
- Greet public and provide information
- Participate in organizational/individual planning, evaluation and implementation activities
- Respond to public requests for information and food bank usage (or other items such as clothing or toiletries, as available and staff/volunteer time permits)
- Enter data for statistical and tracking purposes
- Maintain cleanliness and neatness of the administration/reception, and all food storage areas, and other areas from time to time on an as needed basis
- Maintain accurate record keeping

- Work in a non-judgmental, inclusive manner that respects confidentiality and reflects a belief that every individual is capable of change
- Willing and able to work varying hours, including evening shifts (4pm-12am), day shifts (8am-4pm) and the occasional weekend shift

Qualifications

- Must have attended school in past academic year and be returning to school in fall 2018
- Must be between 15 and 30 years of age.
- Familiar with the needs/presenting issues of at-risk youth and homeless families
- Working familiarity with Word, Excel, database programs; knowledge of social media environments an asset
- Able to lift/carry up to 20kg.
- Communicate effectively, to multi-task and take direction
- Able to work independently and co-operatively
- Organized problem solver
- Calm and pleasant manner
- Second official language an asset
- Must be able to provide a current police records check with vulnerable sectors search*, and sign a confidentiality agreement (*record does not need to be completely clear, but we must have assurance that there is no evident concern for client safety.)
- Legally entitled to work in Canada
- Suitable for student enrolled in college or university level psychology or social work/services program.

Preferred Certifications

- First Aid/CPR C/AED
- NVC I or equivalent
- Safe Food Handlers
- WHMIS
- ASIST / Safetalk
- Worker H&S Awareness in 4 Steps
- AODA/Human Rights Code

Applications: Submit a resume and cover letter, with 3 references, outlining your qualifications and interest in the Shelter Assistant position by **As soon as possible**, to the attention of Jeremy Robinson, Supervisor. Please indicate in your cover letter your availability for an interview on **May 8th, 2018**.

Submission Method: Email applications, as a single PDF document to hr@yesshelter.ca

YES Shelter for Youth and Families appreciates all interest in our work. Only candidates selected for an interview will be contacted. All applications will be held in the strictest confidence.