

## Job Title

### **Part Time Weekend Shelter Worker (Saturday and Sunday, alternating 08:00 to 16:15 and 16:00 to 00:15)**

**Pay:** Starting at \$22.20, commensurate with experience

**Duration:** Permanent

**Application Deadline:** Wednesday June 24, 2026 at midnight

### Overview of Position:

Shelter Workers act as part of a multidisciplinary team responsible for the physical and social environment within a 30(+) bed shelter facility serving youth ages 16-24, and families with dependents. Shelter Workers work with residents and other staff/agencies to support YES residents in acquiring housing, employment, social assistance, education, access to support, and skills for daily life. Shelter Workers' responsibilities include frequent client engagement, file management and note writing, daily security and cleanliness of the facility, and delivery of meals. Some additional services are provided to the public within prescribed hours.

YES aims to provide all services in a non-judgmental manner that respects confidentiality and reflects a belief that every individual is capable of change.

### Responsibilities include but are not limited to:

- Screen and admit shelter residents on a 24-hour basis
- Maintain safety and security of the shelter and supervise spaces occupied by clients as per established procedures
- Provide all services in a non-judgmental manner that respects confidentiality
- Maintain/clean YES property as per established procedures and as particular needs arise
- Participate in the ongoing assessment of client needs and strengths and work with Case Manager(s) to support clients to meet their goals/responsibilities in collaboration with YES services/programs and other service providers/stakeholders
- Accurately complete (and appropriately file) records of developments regarding clients and all other information relevant to staff/organizational function (including activities performed by staff and statistics of service provided)
- Facilitate and record residents' access to medication
- Prepare and provide food as per established procedures.
- Provide crisis intervention in situations of physical confrontation, medical and psychiatric emergencies, and for youth who have recently experienced trauma
- Provide after-hours service as per established contract and procedures
- 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)
- Attend meetings and trainings as required
- Provide direction and support to volunteers and students, as required
- Participate in organizational/individual planning, evaluation and implementation activities
- Other duties as may be required and requested by management as needed



Whenever the above activities are effectively managed:

- Act as caregiver, assisting residents (who need help) to acquire daily life skills including meal preparation, laundry, personal hygiene, and household cleaning
- Be a positive adult influence whenever possible; engaging residents in constructive and productive ways including conversation, referrals, and recreational activities
- Develop and implement group content and facilitate groups related to life skills and other positive activities
- Assist residents in their search for housing

**Qualifications:**

- Post-secondary degree or diploma in a relevant discipline and/or equivalent experience working in a shelter or with youth/families
- Knowledge of adolescent developmental theory and specific issues related to homeless/street youth and/or homeless families
- Good verbal and written communication skills in English
- Knowledge of community resources relevant to families and youth
- Ability to work alone, within a team, and to work shifts
- Basic computer literacy a must
- Ability to operate a photocopier, fax, walkie-talkie, dishwasher, washer and dryer
- Ability to prepare food for up to 30 people in a manner that is efficient, safe, and clean
- Must be legally entitled to work in Canada
- Experience in life skills instruction (cooking, hygiene, etc.) an asset

**Competencies:**

- Ability to problem solve and think creatively
- Acts with client in mind
- Knows when to be direct, and when to be diplomatic
- Ability to deal effectively and calmly with constantly changing, often high stress, situations and to identify, assess, and intervene differentially with individuals in crisis
- Skilled at assessing and assisting clients
- Grasps the complexities of oppression, diversity, and poverty

**Attributes:**

- Relates well to all people
- Is a settling influence in a crisis situation
- Aware of personal strengths, knowledge, and areas of improvement
- Ability to build constructive, supportive relationships
- Able to work both independently and cooperatively
- Calm and pleasant mannerism

**Required Certifications:**

- Standard First Aid and CPR Level C
- ASIST (or equivalent)
- NVC (or equivalent)



- Safe Food Handling
- WHMIS (or equivalent)
- Must provide criminal records check (with vulnerable sectors search) and a KHCAS record check.
- Must sign an oath of confidentiality.

**Working Conditions:**

- Emergency Shelter
- Work extended hours as needed to support residents, respond to crisis situations, meet deadlines, and support residents after hours as needed in the fulfillment of their duties
- Willing and able to work overnight shift shifts i.e.-12am to 8:15 am
- Some bending and lifting is required ex. lifting laundry baskets or carrying residents belongings (up to approximately 20 Kg (44lbs)
- Some climbing of stairs

YES is enriched by the diversity of our client base, and seeks a staff team reflecting this diversity. YES welcomes applications from those who are racialized, identify as differently-abled and/or is a member of the LGTBQ2S+ community. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**Applications must contain a resume and cover letter and be submitted to Sarah Cornett at [scornett@yesshelter.ca](mailto:scornett@yesshelter.ca) by Wednesday June 24, 2026 at midnight.**

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.

