



Giving Hope Today

EMPLOYMENT OPPORTUNITY

The Salvation Army

Ontario Great Lakes Division

Job Title:	Front Desk Attendants (2)	Competition #:	
Department:	Residential Services	Position Type:	Perm Part-Time (Weekends) –See hours
Salary Range:	\$14.81	Date posted:	March 12, 2018
Location:	Cumberland Street, Thunder Bay	Posting Expires:	March 29, 2018
APPLICATIONS ACCEPTED BY:			
By E-mail: ong_tbayadmin@can.salvationarmy.org By Fax: (807) 345-0409 Please no phone calls.		Mail: The Salvation Army Thunder Bay Community & Residential Services 545 N. Cumberland Street Thunder Bay P7A 4S2	
JOB DESCRIPTION			
<p>We are looking for permanent Part-Time Front Desk Attendants for our Community and Residential Services Centre. This is a facility that provides support to those needing emergency beds and or assistance transitioning to their own accommodation, as well as supports for families and community (food bank, etc.)</p> <p>Here's what we have to offer you: Rewarding work where you know you are making a difference to the lives of people in the community! Being part of an international organization doing important work worldwide! Competitive Compensation Package!</p> <p>Here are highlights of the requirements you need to get an interview: Completed High School, plus specialized courses of up to six (6) months, i.e. addictions courses. Degree or diploma in the social services field or administration is an asset. Enjoys working under pressure in a fast paced and highly challenging front line environment. Strong oral and written communication skills. Have or be willing to obtain First Aid/CPR Certification. Be willing to obtain a Background Check with vulnerable sector screening and an Enhanced Reliability Screening through Corrections Canada, Soft Credit Check and Vulnerable Persons Check is required. Immunization for Hepatitis B Vaccination and proof of Tuberculosis testing are required. NOTE: Alternative combinations of education and experience may be considered</p> <p>Here's how you will contribute to the Centre: Greet all clients, residents, community members and stakeholders. Ensure that all client registry information is current and accurate. Maintain safety of the clients and the facility. Monitor the activities of the clients and maintain availability for personal, practical and moral support. Record day-to-day activities in an accurate and timely manner using appropriate reporting methods; maintain logbooks and completes incident reports. Follow medication procedures when ordering, counting bubble packs, receiving/storing prescriptions; make medication available to clients at specific times. Ensure that proper procedures are followed in terms of Emergency Disaster Services, including notifying Emergency Disaster Services on-call. Complete the required security checks for both interior and exterior of the facility. Complete required bed checks for Corrections and Services Canada (CSC). Screen all clients to ensure that those who are under the influence are not permitted entrance into the facility and then immediately offer other arrangements to them for shelter and safety. Ensure the lockup is maintained orderly and clean on a daily basis. Enforce the hours of operation for the lockup. Responsible for organizing and maintaining the clothing room.</p> <p>Conditions of Employment: The Community and Residential Services Centre operates 24/7 and this is an essential services position These are permanent part-time positions based on 24 hours per week The normal hours of work are: 7:00 a.m. to 7:30 p.m. Saturday and Sunday (12 hour shifts) Includes Two daily – 1/2 hour unpaid meal breaks</p> <p style="text-align: center;">Interested applicants must respond in writing with a cover letter and resume.</p> <p style="text-align: center;">For more information about Thunder Bay Community and Residential Services - The Salvation Army please go to our website www.satbcars.com</p> <p style="text-align: center;"><u>We thank all applicants, however, only those candidates to be interviewed will be contacted.</u></p> <p><small>The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.</small></p> <p style="text-align: center;"><small>Internal Applicants, please advise Department Heads of your intentions prior to submitting your application.</small></p>			

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.