



Giving Hope Today

EMPLOYMENT OPPORTUNITY

The Salvation Army Ontario Great Lakes Division

Job Title:	Program Caseworker	Competition #:	N/A
Department:	Habitat Program	Position Type:	Perm Full-time
Salary Range:	\$16.50	Date posted:	March 12, 2018
Location:	Habitat Program / Thunder Bay CARS	Posting Expires:	March 29, 2018
APPLICATIONS ACCEPTED BY:			
E-mail: ong_tbayadmin@can.salvationarmy.org Or Fax: (807) 345-0409 Please no phone calls.		Mail: The Salvation Army Thunder Bay CARS 545 N. Cumberland St Thunder Bay, ON P7A 4S2	
JOB DESCRIPTION			
Responsibilities:			
<ul style="list-style-type: none"> • Responsible for the day-to-day monitoring and providing support to the Habitat clients/residents as required. • Develop and implement Daily Living Skills program, i.e. personal care/hygiene, nutrition, homemaking and budgeting. • Assist the Program Services Director in developing and coordinating the delivery of designated programs, including but not limited to Life skills, Independent Living Skills, Social and Recreational • Monitor appropriate behavior; intervene in crisis situations, provide emotional support and advocacy as required. • Monitor the environment and clients/residents to ensure safety and security. • Develop and implement case management of assigned clients/residents; assists clients/residents in establishing goals, monitoring progress, and prepares discharge plan. Also assists clients/residents by providing support, networking and other direct services. • Establish, compile and maintain proper records and files as required for each client/resident, writes progress and in-depth reports and provides information on the outcomes of the programs and the progress of each client/resident. • Maintain statistical information relevant to the evaluation of service provisions and provide Program Services Director with other relevant data as required by the funder and The Salvation Army. • Work with the local Community College to provide opportunities for student placements and to provide coaching while on location. • Liaise with community agencies and resources, other Salvation Army locations, families and other staff members as required and encourages community/student involvement in programs. • Respond to day to day "urgent" needs of clients. • Engage in the development of inter-personal relationships that promote dignity and respect. • Conduct tours of building for groups or individuals as requested by the Director or Executive Director. • Perform other position related duties as assigned. 			
Qualifications:			
<ul style="list-style-type: none"> • The successful candidate with have completed more than two (2) years of Community College preferable in the field of social services or human services. • Completion of a diploma or degree in related social services field would be preferred. • Must have a minimum of one (1) year experience in related field, including frontline casework experience in a social service environment, functional supervision and working with marginalized clientele. • Knowledge of issues facing persons experiencing housing crisis, various social issues pertaining to homelessness and its impact on the families served. • Knowledge and sound understanding of the Mental Health and Addictions support systems available to individuals in the region. • Solid background of how to work with people from diverse backgrounds and enjoy assisting others to solve problems. • Experience/Working knowledge of Microsoft Office • Ability to work independently and in a team. • Ability to maintain confidentiality and willingness to sign confidentiality statement. • Strong-oral and written communication skills • Self-motivated and disciplined • Good interpersonal skills and attentive listening skills. • Strong networking ability to develop healthy partnerships with new and existing groups and organizations within the region. • Certified in First Aid/CPR and Non-Violent Crisis Intervention 			

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.



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Qualifications Continued

- Valid Ontario Driver's License, personal vehicle required and insurance, current copy of driver's abstract that is satisfactory to The Salvation Army, in its sole discretion, is required.
- Provide an original copy of a Background Check with vulnerable sector screening that is satisfactory to The Salvation Army, in its sole discretion, is required. The screening is secured either through the national Canadian Police Information Centre (CPIC) or through a local police detachment.
- Screening through The Salvation Army Abuse Registry is required.
- Support for and an understanding of the mission and purpose of The Salvation Army in Canada.
- NOTE: Alternative combinations of education and experience may be considered

Conditions of Employment:

- The incumbents work environment is typically in an office or work site within residential and community settings
- The incumbent will work under the following disagreeable conditions:
 - Exposure to dirt, bodily fluids, bodily waste; Exposure to drugs and alcohol; Noise
 - Dealing with angry and abusive people; Verbal abuse; Odors
- The incumbent may be exposed to the risk of moderate injury or illness due to:
 - Physical attacks by others (i.e. being attacked by a client/resident)
 - Exposure to infectious disease; Exposure to toxic chemicals; Sharp Objects (i.e. needle sticks)
 - Other dangerous situations
- The incumbent must take the following precautionary measures: universal precautions, immunization for Hepatitis B, vaccination against Tuberculosis and provide documentation of the same.
- This is a full-time position based on 40 hours per week
- Some weekend and evening work may be required and compensation for hours worked in excess of regular hours would usually be provided in the form of lieu time.

The normal hours of work are: 8:00 a.m. to 4:30 p.m. Monday to Friday
Includes a ½ hour unpaid meal break

Normal location of work is at: 219 Pearl Street, Thunder Bay, ON P7B 1E3 and
545 North Cumberland Street, Thunder Bay, ON P7A 4S2

Interested applicants must respond in writing with a cover letter and resume

We thank all applicants, however, only those candidates to be interviewed will be contacted.

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.

Internal Applicants, please advise Department Heads of your intentions prior to submitting your application.