



Giving Hope Today

EMPLOYMENT OPPORTUNITY
The Salvation Army
Ontario Great Lakes Division

Job Title:	Program Support Worker	Competition #:	N/A
Department:	Habitat Program	Position Type:	Permanent, full time
Salary Range:	\$16.50 per hour	Date posted:	June 14, 2018
Location:	Habitat Program / Thunder Bay CARS	Posting Expires:	June 22, 2018
APPLICATIONS ACCEPTED BY:			
E-mail: ong_tbayadmin@can.salvationarmy.org Attention: Employee Relations Advisor Fax: (807) 345-0409 Please no phone calls.		Mail: The Salvation Army Thunder Bay Community & Residential Services Attention: Employee Relations Advisor 545 N. Cumberland St Thunder Bay, ON P7A 4S2	
JOB DESCRIPTION			
RESPONSIBILITIES In collaboration with Program Caseworkers, provide support in the areas of life skills, living skills, and individual follow-up support to clients, such as: Basic household management (cleaning, organizing) Hygiene Self Care Time management, help clients organize and develop a routine – facilitate completion of daily responsibilities. Ensure that clients meet their goals. Monitor client’s progress and make necessary recommendation for adjustments; prepare evaluations and progress reports. Ensure uniformity and timeliness of assessments and reporting. Communicate with Program Caseworker Supervisor regarding client progress, problem solving and monitoring. Participate in the development and implementation of continuous quality improvement activities as assigned. Complete all required paperwork accurately and on time Effectively utilize computer management system to record client documentation while maintaining confidentiality and providing statistical reports. Develop and deliver the weekday Breakfast Program for Habitat Program Clients. Network and refer to The Salvation Army or community social service providers to coordinate resources for the benefit of clients and program, when necessary Perform other position related duties as required.			
QUALIFICATIONS Completion of a Community College Diploma, Social Services Worker or equivalent Minimum of one (1) year prior related experience, including, experience in a variety of social service programs and experience communicating orally and in writing. Ability to teach basic independent living skills to clients in order for the clients to be successful after discharge from the program Ability to perform keen observation of clients by seeing, hearing and verbally communicating with clients Ability to work effectively with clients and staff in a culturally diverse environment Hands-on experience, working with the population involved; human services experience is required. Sensitivity, awareness, and understanding of client’s needs, problems, interests, skills, deficiencies, and idiosyncrasies Respect and work effectively with individuals of diverse culture, socioeconomic, and ethnic backgrounds Observe, understand, and use group dynamics Handle disruptive behaviors in a calm, professional manner Sensitivity, awareness, and understanding of client’s needs, problems, interests, skills, deficiencies, and idiosyncrasies Respect and work effectively with individuals of diverse culture, socioeconomic, and ethnic backgrounds; Observe, understand, and use group dynamics and handle disruptive behaviors in a calm, professional manner; patience is also an important job requirement. Knowledge of addictions and mental health supports, techniques and resources. Demonstrate knowledge in the area of life skills instruction, although a specific degree in the area of instruction is not required. Patience is also an important job requirement. Strong oral and written communication skills is essential to this position Self-motivated and disciplined Good interpersonal skills Well-developed interpersonal, and relationship building skills; ability to establish rapport and excellent communication with vulnerable clients, employers, community stakeholders, staff and volunteers. Ability to multi-task, set priorities and meet deadlines and responsibilities.			

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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Ability to work independently and cooperatively with staff, volunteers, and clients in a culturally diverse environment
Analytical thinking, problem solving, follow through skills.
Excellent computer and database skills (particularly Excel, Word, Internet and Access); ensuring accuracy and attention to detail
Serve as an effective role model
Ability to lift/move 25 lbs.
Ability to present program materials in a clear concise and comfortable manner a must
First Aid/CPR and Non-Violent Crisis Intervention training required or willing to obtain.
Immunization for Hepatitis B and Tuberculosis screening.
Hold a valid Ontario Class "G" driver's license, own vehicle and insurance, a copy of a 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.
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

This is a permanent full-time position based on 30 hours per week.

Schedule may vary according to requirements of responsibilities – some weekend and evening work may be required.
Travel may be required.

Normal hours of work: 8:00 a.m. – 2:30 p.m. Monday to Friday and this includes a ½ hour unpaid meal break

Normal location of work is at 519 Pearl Street with some work at 545 Cumberland Street North

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.