



Giving Hope Today

EMPLOYMENT OPPORTUNITY

The Salvation Army Ontario Great Lakes Division

Job Title:	Community and Family Services Worker	Competition #:	
Department:	Community and Family Services	Position Type:	Permanent, part-time
Salary Range:	\$14.69 per hour	Date posted:	October 11, 2018
Location:	Thunder Bay CARS- 545 N. Cumberland Street	Posting Expires:	October 22, 2018
Applications Accepted By			
Fax: (807) 345-0409 or E-mail: ong_tbayadmin@can.salvationarmy.org Attention: Employee Relations Please no phone calls.		Mail: The Salvation Army Thunder Bay Community & Residential Services Attention: Employee Relations 545 N. Cumberland Street, Thunder Bay, ON P7A 4S2	
Job Description			
The Community and Family Services Worker provides assistance to the Community and Family Services for Thunder Bay C.A.R.S. in supporting individuals and families who are seeking aid and assistance from, or have been referred to, The Salvation Army			
<p>RESPONSIBILITIES:</p> Conduct initial intake application and assessment and screen clients for emergency financial assistance including food, clothing and household needs. Provide a listening and empathetic ear to clients on admission and throughout their service program. Responsible for the following, ordering and/or receipt of food donations, recording, general cleanliness, organization, health and safety. Network and refer to The Salvation Army, government, and community social service providers to coordinate resources for the benefit of clients and program when necessary. Coordinate/organize annual donation and fundraising efforts and/or special or seasonal programs i.e. Food Drives, Donation Drives, Toy Distribution, Summer Camps, Community Dinners, Breakfast Program, Red Cap etc. as needed. Plan, prepare, purchase food supplies and serve nutritious meals for programs. Assist with evaluating school programs. Form partnerships with staff/social workers in the schools. Collect information, data, and research material, promote or enhance, and develop and implement lesson plans for Red Cap Program. Submit volunteer and program statistics in a timely manner on a monthly basis. Organize and purchase gifts/hampers for school families, according to business sponsorships received during the Christmas season. Document and indicate to supervisor any issues or concerns with regards to participants, volunteers and community. Work within established budget. Report to management and school staff when applicable any safety issues as they arise. Maintain accurate records of client information on The Salvation Army's computer system while maintaining confidentiality and providing statistical reports. May develop and conduct workshops for clients/families, as appropriate. Participate in other programs provided by the Community and Family Services. Develop and maintain a good understanding of services provided by external agencies. Organize, schedule, supervise and demonstrate work methods to volunteers and students. Perform other position related duties as required.			

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:

Completion of a Community College Diploma in Social Services work or equivalent

Minimum of one (1) year of prior related experience in the field of social or human services

Professional administrative skills

Strong oral and written communication skills

Self-motivated and disciplined

Excellent interpersonal and customer service skills.

Ability to lift/move more than 20; pounds requires a moderate amount of loading/unloading of vehicles.

Ability to multi-task, creative and well organized

Attentive listening skills

Safe Food Handling Certification and Non-Violent Crisis Intervention Training, or willingness to obtain

Certification in First Aid/CPR

Demonstrate a high level of integrity, good judgment and ability to maintain appropriate confidentiality

Capable of establishing and maintaining positive interpersonal relationships and able to work as an effective team member with limited direct supervision

Knowledge of Community Based Resources and experience networking with government and social service agencies.

Demonstrated ability to work within a computerized environment; proficiency in Microsoft Office (specifically WORD)

Valid Ontario Class "G" driver's license, provide an original 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.

Be able to obtain clearance through the Enhanced Reliability Screening through Corrections Canada.

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 position is permanent part time based on 20 hours. Schedule will vary according to requirements of responsibilities – some weekend and evening work may be required. Required to wear a nametag supplied by employer when on duty. Some flexibility in scheduling is required to meet the needs of the program.

Normal hours of work are Monday: 1:00 p.m. to 5:00 p.m., Tuesday to Thursday: 12:00 p.m. to 3:30 p.m., Friday: 9:30 a.m. to 3:30 p.m. Includes a ½-hour unpaid meal break where applicable.

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.

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