



Giving Hope Today

EMPLOYMENT OPPORTUNITY

The Salvation Army

Ontario Great Lakes Division

Job Title:	Midnight Support Services Worker	Competition #:	1
Department:		Position Type:	Permanent, full-time
Salary Range:	\$16.67 per hour	Shifts:	Thursday to Monday, 11:00 pm to 7:00 am
Location:	355 Church Street, Windsor ON	Posting Date:	April 07, 2022
Unionized:	YES	Posting Expiry:	April 17, 2022

TERMS AND CONDITIONS

This is a **permanent, full-time midnight** position based on 40 hours per week. The work schedule is determined in consultation with your supervisor and may vary according to requirements of responsibility.

Normal hours of operation are Thursday to Monday, 11:00 pm to 7:00 am.

Normal location of work is at The Salvation Army Windsor Centre of Hope, 355 Church Street, Windsor ON N9A 7G9.

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.

MISSION AND VALUES

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.

Permanent full-time employment with The Salvation Army (25+ hours per week) will provide you with a competitive compensation and benefits package that includes: vacation time, sick days, employer matching RRSP contributions, Medical, Dental and Vision Benefits, Christmas Grants and Employee and Family Assistance Program [EFAP] benefits.

Watch inspiring stories from some of those who have been helped through The Salvation Army's programs:

[The Salvation Army Support](#)

[Open House: Poverty isn't always easy to see](#)

The Salvation Army Canada and Bermuda has four core values:

Hope: We give hope through the power of the gospel of Jesus Christ.

Service: We reach out to support others without discrimination.

Dignity: We respect and value each other, recognizing everyone's worth.

Stewardship: We responsibly manage the resources entrusted to us.

JOB DESCRIPTION

RESPONSIBILITIES

- Clean office, washrooms, mop floor, and sanitize high touch points
- Working closely with colleague ensure building's security and staff/residents safety
- Provide referrals or general information to community members
- Register new residents and properly complete all the documents as required
- Maintain accurate records of client stays on computer
- Refer clients to the appropriate persons for counseling, administration, housing information and social services assistance
- Ensure all reporting/recording is documented as required
- Hand out client medication, clean linens, bag lunches, as per policy
- Accept, receipt, and put in the money safe box, any monies received at Front Desk after regular work hours
- Other job-related duties as assigned by Manager

QUALIFICATIONS

- Minimum Secondary School Diploma with at least two years relevant experience; A University degree, college diploma or certificate from a recognized institution with studies in Human or Social Services is preferred
- Experience working with a diverse population, including mental health and addictions, is an asset
- Demonstrated ability to use sound judgment when making decisions
- To communicate effectively and efficiently in a positive manner as it relates to all levels of interaction with colleagues, residents, and community
- Excellent organizational skills, ability to follow detailed instructions
- Good computer working skills with Microsoft office and using working email for communication
- Experience with or willing to learn program specific software such as; HIFIS and MED e-care
- Be sensitive and empathetic to vulnerability of resident, Self-motivated and disciplined
- Updated Criminal Police Investigation Check with vulnerable sector screening, First Aid/CPR certificate, Non-Violent Crisis Intervention training, and Naloxone Training, updated Medical Clearance from physician

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.

Applications Accepted via:

Email: Hua.Zhang@salvationarmy.ca

Attention to: Hua Zhang, Business Director

Please, no phone calls.

