



**Job Posting Internal/External**  
**Nov 23, 2020**

**Support Services Worker – Casual, on Call, Weekends, Holidays**

This is a non-union position with the starting wage as per the current Collective Agreement. This position is open to both men and women. This is to fill a casual, on call, weekends, holidays, graveyard shifts on our support services team. This position may lead to full time work. Please email resumes and cover letters to [carolyn@portalbernishelter.com](mailto:carolyn@portalbernishelter.com)

**Job Description**

**Job Title:** Support Services Worker

**Reports to:** Executive Director and Assistant Administrator

**Start Date:** as soon as possible

**Benchmark:** Program Coordinator 1

**Rating for Grid level/point value:** Grid level 12

**Job Summary:** The position entails working directly with clients, other agencies and resources in the community to facilitate clients to maintain or find appropriate housing within the community as well as at the PASS sites. This may involve some hands on work with the clients in assisting them with de-cluttering their living areas and working with them to develop life skills, problem solving and other mental health related issues.

**Duties/Responsibilities:** You will be accountable to the Executive Director and the Assistant Administrator for your duties which may include database entries, case planning, client intake, referrals and other duties associated with the position. You are directly responsible for the care and control of the clients and the building that they reside in.

**Qualifications:**

- Minimum Human Service Worker Diploma (2 year) and or combination of education and experience
- BC Housing Case Management training
- Strong computer skills, proficient in Microsoft word, and Microsoft excel
- Current Criminal Records Check
- Current Worksafe level 1 First aid

**Additional Information:**

The job entails working with a broad cross section of individuals with varying needs, it is best suited to individuals that like to work with people. It is helpful to be outgoing and have good strong personal boundaries.

Often exposed to challenging working conditions in the form of dealings with uncooperative or demanding clients.

PASS thanks all applicants for their interest however only those selected for an interview will be contacted.