



**Port Alberni  
Shelter Society**

3681 3rd Ave.,  
Port Alberni, BC, V9Y 4E7  
Phone: 250-723-6511

**Support Services Worker – External Postings**

Located on the traditional territories of the Hupacasath and Tseshaht First Nations, the Port Alberni Shelter Society (PASS) is a registered Canadian charity that is committed to providing housing, food, clothing, recovery options and employment opportunities to individuals experiencing homelessness.

We currently have one opening: **Casual, on call, weekends, holidays, as needed.**

**Job Title:** Support Services Worker

**Reports to:** Senior Shelter Operations Manager

**Start Date:** To be determined

**Deadline to apply:** This position will remain open until a suitable candidate is hired

**Wage:** (\$29.17/ hr) as per the current collective agreement

**Job Summary:**

Under the supervision of the Senior Shelter Operations Manager, a Support Services Worker provides supports to our clients, including but not limited to assisting clients to find and maintain appropriate housing within the community, working with outside agencies, life skills, crisis intervention, and responding to suspected overdose.

**Duties/Responsibilities:**

- Database entry.
- Client intake.
- Case planning (including making referrals, maintaining client's appointments).
- Other relevant tasks as determined by management

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**Qualifications:**

- Minimum Human Service Worker Diploma (2 year) and or combination of education and experience.
- Strong computer skills, proficient in Microsoft Word, and Microsoft Excel.
- Current Criminal Records Check.
- Current First Aid certification
- Naloxone training and knowledge surrounding trauma informed care practices/non-violent crisis intervention & suicide prevention

**Additional Information:**

- This job entails working with a broad cross section of individuals with varying needs and is best suited to individuals who like to work with people.
- Successful applicants should be reliability, compassionate, empathetic, outgoing and have strong interpersonal skills and personal boundaries.
- Working conditions may at times be challenging, as some clients may be uncooperative or demanding.
- Hands-on work may be required as some clients may need help de-cluttering their living areas and need assistance to develop life skills.
- Sound knowledge in group meeting facilitation & creation of client care plans considered an asset
- Must be able to perform light cleaning duties, some heavy lifting required.

**How to Apply:**

Please email your expression of interest & resume to [carolyn@portalbernishelter.com](mailto:carolyn@portalbernishelter.com)

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