



## Job Posting Internal/External

### Case Management/ Supportive Services Worker

Are you a reliable, hardworking individual who wants to work in the Human Services Field? Are you self-motivated and approachable? Do you have excellent communication and conflict resolution skills with strong personal boundaries? Do you want to help others in succeed in life? If so then this job may be for you.

We offer a non-union position with the starting wage as per the current CSSEA Collective Agreement. This position is open to all and may cover afternoon, weekend, holiday, and graveyard shifts on our supportive services team. Please email resumes with a cover letter to [elaine@portalbernishelter.com](mailto:elaine@portalbernishelter.com)

#### **Job Description**

**Job Title:** Case Management/ Supportive 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:** Entails working directly with clients, other agencies and resources in the community to assist clients maintain or find appropriate housing. May involve hands on work with clients de-cluttering their living areas, working to develop life skills, problem solving and mental health related issues.

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

#### **Qualifications:**

- Preference given to Degree in the Human services or related field
- Minimum Human Service Worker Diploma (2 year) and or combination of education and experience
- BC Housing Case Management training (provided by employer)
- 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 who like to work with people.

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.