



Port Alberni Shelter Society

3978 Eighth Ave.,
Port Alberni, BC, V9Y 4S2
Phone: 250-723-6511

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

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 an opening for a casual on-call Support Services Worker. The successful candidate must be able to work all shifts, including evenings, weekends and holidays.

Job Title: Support Services Worker

Reports to: Senior Shelter Manager

Start Date: As Soon As Possible

Benchmark: Program Coordinator 1

Rating for Grid level/point value: Grid level 12

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

Job Summary:

Under the supervision of the Senior Shelter Manager, a Support Services Worker provides support to our clients, and helps them to maintain or find appropriate housing within the community (including at various PASS sites). Although this is a casual, on-call position, it may lead to part or full-time work.

Duties/Responsibilities:

- Database entry.
- Client intake.
- Case planning (including making referrals, maintaining client's appointments).

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 Worksafe level 1 First aid.
- Naloxone training and knowledge surrounding trauma informed care practices/non-violent crisis intervention preferred upon employment.

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 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.

How to Apply:

Please email resumes and cover letters to carolyn@portalbernishelter.com

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