

## **Program Staff**

Reporting to the Program Co-ordinator, this Staff will be responsible for the operational success of the “Inn” Out of the Cold where assistance is given to individuals and families experiencing homelessness. The Program Staff will plan, co-ordinate and deliver programs ensuring supervision and care for the guests and seamless team management at the “Inn”. The Program Staff will take direction with the Co-ordinator.

### **Responsibilities**

- **Leadership:**
  - Cultivate existing relationships with community members with the goal of ensuring sufficient space and resources, and access to services
  - Develop and implement strategies that will maximize the supervision and provide for needs in all areas - entrances, stairways, gym, dining areas and washrooms
- **Human Resources:**
  - Participate in professional development activities addressing workplace related skills
  - Work with the Co-ordinator; assist to review objective performance measurements ( surveys ) to ensure consistent, high-quality activities for the guests.
  - Instill a sense of accountability among team members and Volunteers by modeling responsible supervision of individual and organizational activity
  - Assist the Co-ordinator with the recruitment, training and orientation of all volunteers for the activities.
- **Program Operational Management:**
  - Support the planning and implementation of the daily operations / programs at the Inn
  - Ensure that all guests and volunteers are aware of the rules and expectations
  - Facilitate effective communication among the Guests, Staff and Volunteers
  - Model and actively promote a positive environment at the “Inn” where all are treated with courtesy and respect
  - Complete the Communication Log so that Staff and \Volunteers can access a record of events for the day and in the past

### **Qualifications** Preferred profiles include:

- Background as a Social Worker or in Social Services Experience in a team working with a high-performance, collaborative peer group
- Success developing and evaluating program models
- Proficient in using technology as a management reporting tool and experience working with information technology
- Excellent interpersonal, organizational and communication skills
- Ability to work with sensitivity, compassion and with diverse population including individuals with low-income, homelessness, minorities and often issues of a mental health nature

### **Work Schedule**

2.5 hours / day - 3 evenings per week ( Mon., Tues., Fri. ) *Total – 7.5 hours/week*, Times to be determined

On Call” Successful candidates would be given the opportunity to be trained for the regular Staff positions and be “On Call” **as required**.

**How to apply :** With the job number in the subject line, email resumes to [jobs@employmentserviceselgin.ca](mailto:jobs@employmentserviceselgin.ca)