

Duty Staff

Reporting to the Program Staff, 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 Duty Staff will assist with care for the guests and seamless team management at the “Inn”. The Duty Staff will take direction and work with with the Program Staff .

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 at the a.m. departure
 - will assist guests to pack-up, have breakfast and exit in an orderly and timely fashion (by 8:00 a.m.)
- **Human Resources:**
 - Participate in professional development activities addressing workplace related skills
 - Work with the Staff and to review objective performance measurements (surveys) to ensure consistent, high-quality setting for the quests.
 - Instill a sense of accountability among team members and Volunteers by modeling tight supervision of individual and organization activity
- **Program Operational Management:**
 - Support 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:

- Social Worker or in Social Services Experience in a team working with a collaborative peer group
- WHMIS training
- Ability to clean up, **mop floors** and help guests pack-up belongings
- Excellent interpersonal, organizational and communication skills
- Ability to work with sensitivity, compassion and with diverse population including individuals with low-income, homeless, minorities and often issues of a mental health nature

Work Schedule

1.5 hours / day - 5 days per week (Mon. - Fri.) *Total – 7.5 hours/week* 7:30 – 9:00 a.m.

“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