



Canadian Mental
Health Association
Sudbury/Manitoulin

Association canadienne
pour la santé mentale
Sudbury/Manitoulin

EMPLOYMENT PACKAGE:

The following employment package contains information to apply for the **Residential Worker, Off the Street Emergency Shelter** – contract position.

The package contains (for your information):

- 1. Job Posting**
- 2. Job Description “Residential Worker, Low Barrier Shelter”**
- 3. Scenario Questions**
- 4. Employment Application**
- 5. Job Applicant Screening Form**

Requirements for submission:

- 1. Applicant’s Resume & Cover Letter**
- 2. Completion of Application Form**
- 3. Completion of Scenario Questions (2)**
- 4. Completion of Job Applicant Screening Form**



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POSTING: Residential Worker, Off the Street Emergency Shelter

**Full-Time/ Part Time/Relief contract positions
Fall 2017 to April 2018 (approx. 5 months)
77 hours/ 2 weeks (Night shift, hours may vary)
Looking for a minimum of 6 employees**

RESPONSIBILITY:

The Residential Worker will provide assistance, support and advocacy to individuals accessing the shelter. The Residential Worker will provide referrals when identified by the individual based on their needs.

QUALIFICATIONS:

The position requires a post-secondary diploma or degree in human services or related discipline (minimum 2 years). One year experience working in the mental health/addictions field or one year experience working with marginalized populations is an asset.

Bilingualism is an asset.

SALARY:

\$16.8869/hour

LOCATION:

Sudbury

TO APPLY:

Please complete the employment package available at <http://sm.cmha.ca/get-involved/careers/> and submit to the attention of:

Human Resources

By email: recruiting@dibrina.com By

Mail: DiBrina Sure Human Resources

62 Froad Road, Suite 302, Sudbury, Ontario, P3C 4Z3

By Fax: 705-688-9060

DEADLINE:

The deadline for accepting applications is November 24, 2017 at 12:00 noon

INTERVIEW DATE:

December 2017

Personal information submitted will be used for the purpose of determining suitability for these openings only. All applicants are thanked for their interest; however, only those selected for an interview will be contacted. CMHA follows the AODA legislation and support persons with disabilities with accommodations. Please notify us if you have any accessibility requirements. Canadian Mental Health Association is an equal opportunity employer.



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POSTE: Travailleur(euse) résidentiel(le) – Abri d'urgence hors rue

**Postes contractuels à temps plein, à temps partiel et relèves
Automne 2017 jusqu'en avril 2018 (environ 5 mois)
77 heures chaque 2 semaines (Poste de nuit, horaire peut varier)
Cherchant un minimum de 6 employés**

RESPONSABILITÉ:

Le travailleur résidentiel/ la travailleuse résidentielle fournira une assistance, le soutien et le plaidoyer pour les personnes ayant accès au logement. Le travailleur résidentiel/ la travailleuse résidentielle fournira des références lorsqu'il est identifié par l'individu en fonction de leurs besoins.

QUALIFICATIONS:

Ce poste exige au moins un diplôme d'études postsecondaires ou un baccalauréat en services sociaux ou dans une discipline connexe (au moins deux ans). Un an d'expérience dans le domaine de la santé mentale et des toxicomanies ou un an d'expérience de travail avec les populations marginalisées sont un atout.

Le bilinguisme est un atout.

SALAIRE:

16.8869\$ de l'heure

EMPLACEMENT :

Sudbury

POUR FAIRE UNE DEMANDE :

S'il-vous plaît, remplissez la trousse de demande en matière d'emploi sur notre site web à <http://sm.cmha.ca/get-involved/careers/> et faites-le parvenir à l'attention de : Ressources humaines

Par courriel : recruiting@dibrina.com

Par la poste: DiBrina Sure Human Resources

62, rue Frood, Unité 302, Sudbury, ON P3C 4Z3

Par télécopieur : 705-688-9060

DATE LIMITE :

La date limite pour accepter les demandes est le 24 novembre 2017, à 12 heures (midi).

ENTREVUES :

décembre 2017

Les renseignements personnels fournis seront utilisés pour la détermination d'aptitude pour remplir le poste. Merci à tous les candidats et candidates pour l'intérêt. Seulement ceux et celles qui seront choisis pour une entrevue seront contactés. L'ACSM conforme à la Loi sur l'accessibilité pour les personnes handicapées de l'Ontario (LAPHO) et fournit un soutien aux personnes handicapées.

S'il vous plaît, informez-nous de vos exigences en matière d'accessibilité. L'ACSM applique une politique au principe d'équité en emploi.



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RESIDENTIAL WORKER, LOW BARRIER SHELTER

INCUMBENT: TBA

REPORTS TO: Manager of Harm Reduction Home

PROGRAM: OTS Emergency Shelter

APPROVED BY:

DATE APPROVED/REVISED: Sept. 2017

HOURS: 77 hours/ 2 weeks & relief Contract

POSITION SUMMARY:

Reporting to the Manager of the Harm Reduction Home, the Residential Worker (RW) will work within the low barrier shelter (LBS). The Residential Worker will provide assistance, support and advocacy to individuals accessing the shelter. The Residential Worker will provide referrals when identified by the individual based on their needs.

The RW will be required to work evenings, weekdays, weekends and holidays as required.

ESSENTIAL JOB RESPONSIBILITIES:

1. Provides support to individual to assist in their recovery

- Providing assistance and support to individuals.
- Developing and maintaining effective individual/ staff relations
- Assisting all individuals with referrals to support services as identified by the individual
- Recognizing and respecting individuals that are accepting service self-direction
- Demonstrate harm reduction and recovery oriented practice (ROP) philosophy and practices within daily work and interactions
- Outreach services as required; building relationships with potential service recipients and referring agencies
- Participates in the safety of the program participants at all times.

2. Assists in the daily functions of the shelter

- Ensuring individuals follow house rules and regulations.
- Assist in providing initial intakes
- Cleaning/Sanitation duties as per shift rotation.
- Communicate with medical services when medical issues are identified



3. Works within the Policies and Procedures of the CMHA

- Works to achieve the agency and program goals
- Maintains and collects appropriate records of data, research and interactions as per agency guidelines.

4. Professionalism

- Represents program and agency in a professional manner through embracing and fostering the CMHA culture, mission, respectful communication and ethical decision making.
- Represents service/program or agency in the community and complies with service area policies.

5. Avails self of opportunities for professional development

- Complete and participate in CMHA training as per agency standards
- Attend enhanced learning opportunities and educational sessions when offered.

6. Reports to supervisor and participates in supervision as directed.

- Participating in supervision with Manger as required and completion of performance appraisals as per the CMHA standard.
- Actively contributes to the improvement of the services offered and the processes through which these services are delivered.

Knowledge and Skills may include:

- Effective verbal and written communication skills
- Strong work organization and time management skills
- Strong negotiation, consultation and collaboration skills actively working towards resolution.
- Ability to work independently and as part of a team with community partners
- Creative problem solving skills

Education and Experience may include:

- Completion of a diploma or degree in a human services area (minimum 2 years).
- Minimum of 1 year of experience; in effectively working with marginalized populations experiencing homelessness and a demonstrated ability to form rapport with target population.
- Experience within the Mental Health/Addictions setting considered an asset.
- Certification in First Aid & CPR; Certification in NVCI an asset
- Bilingualism (French/English) is essential for 50% of positions



JOB SPECIFIC COMPETENCIES

The following competencies are required for this position:

Teamwork and Collaboration	Expresses positive expectations of others in terms of their abilities, expected contributions and responsibilities. Speaks of team members in positive terms. Is looked to by team members as a valuable source of information.
Coping	Able to maintain a mature problem-solving attitude while dealing with interpersonal conflict, hazardous conditions, personal rejection, hostility or time demands.
Assertiveness	Able to maturely express one's feelings and opinions in spite of disagreement: accurately communicate to others regardless of their status or position.
Perceptivity	Able to interpret verbal and non-verbal behaviour; to develop accurate perception and understanding of others feelings, need, values and opinion; to be sensitive to and aware of personality differences and conflicts.
Interaction	Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization