



**NANAIMO MINISTRIES**  
**JOB POSTING**  
**SHELTER WORKER**  
**NEW HOPE CENTRE**  
**MEN'S SHELTER**  
**Casual/ On Call Positions**

**CHARACTERISTIC JOB DUTIES:**

The incumbent is responsible for the following range of job duties typical of the job class:

- Monitors the activities of the client/ guests and maintains availability for personal, practical and morale support; may include providing safe storage of medications
- Accurately records day-to-day happenings using appropriate methods including Word & Excel; maintains logbooks and completes incident reports
- Liaises with referral sources and other external agencies as needed (e.g. income assistance, police, parole, external agency outreach teams)
- Coordinates client/ guests' care relating to security issues; may be directly involved in doing bed checks, room and/or personal searches
- May carry out inspection/security checks of property and grounds in accordance with policy and procedures
- Handles admission, orientation and evaluation of client/ guests' understanding of rules; ensures ongoing enforcement of policies, which may include client/ guest discipline
- May handle finances relating to room rentals and meal tickets, and receipting of same
- May serve as Receptionist for Shelter
- May prepare or provide simple meals for clients/ guests
- Performs Janitorial duties as needed
- Performs other duties as assigned

**MINIMUM EDUCATION LEVEL ATTAINED:**

The successful job applicant will have completed high school, plus specialized courses or experience of up to six (6) months (Addictions, Marginalized Communities, Mental Health)

**SPECIAL LICENSES, DIPLOMAS, CERTIFICATIONS OR REQUIREMENTS:**

The successful applicant **MUST** be eligible for:

- Enhanced Reliability Criminal Record Check

**MINIMUM PRIOR RELATED EXPERIENCE:**

The incumbent must have the following experience, or the equivalent, before hire:

More than three months but less than one year of prior related experience, including, experience with frontline work in a social services setting.

**CONCENTRATION REQUIRED:**

The performance of the job requires continuously monitoring the environment, including security cameras and attentiveness when interacting with client/ guests and recording information.

**Conditions of Employment:**

The Shelter Worker maintains professional relationships. Some residents may be potentially aggressive and have problems with behavioral management. Respect for all community members, patience during difficult situations and good conflict resolution and non-violent intervention skills are an ongoing expectation.

If you are interested in the above position please forward your resume to:

Jan Siwinski, Shelter Manager  
Jan\_Siwinski@sanaimo.org