



Siksika Family Services Corporation
SHELTER
SHELTER RESOURCE WORKERS-
LT/FT – 1 year



Closing Date – November 3, 2021

GENERAL STATEMENT OF POSITION:

The Shelter Resource Worker reports to the Team Leader or designate and works in accordance with the mission and philosophy of Siksika Family Services, including following Siksika Family Services Code of Ethics. The Shelter Resource Worker carries out a variety of duties related to the operation of an emergency shelter including accepting referrals based on predetermined criteria, intake and orienting guests, providing support that meets the needs of guests entering the shelter including but not limited to the provision of food, clothing, and support toward the resolutions of issues that have rendered them homeless.

SUPERVISION RECEIVED: Shelter Manager and Team Leads

DUTIES AND RESPONSIBILITIES:

- Performs guest intake based on established criteria. Notifies other Shelter Workers and identifies services on resource lists for guests that are not admitted.
- Welcomes new guests to the Siksika Shelter, informing guests of the aid available and making guests comfortable through methods such as providing support, supervision, food, clothing and shelter.
- Provides assistance to guests through methods such as identifying and sharing information on a variety of external community/government resources including services providing; housing, meals, health, treatment, legal and financial needs. Documents guests' activities and resources used based on guest disclosure and worker provided information.
- Follows up on immediate guest crisis by performing duties such as notifying emergency services, identifying support and service agencies or groups.
- Completes and maintains related manual and computerized records and documentation by performing duties such as documenting interactions with guests, maintaining statistical data, completing individual files, medication charts and accounting forms.
- *Due to limited space the duties of this position have been shortened but will be made available to successful interview candidates only.*

EDUCATION AND EXPERIENCE:

- Grade 12 or equivalency accepted
- Certificate in Community Social Service preferred.
- Combination of education, experience (1 year) and knowledge.
- Minimum of 2 years sobriety from alcohol or drug problems
- First Aid Certificate
- Food Safety Certificate.

WORK ENVIRONMENT:

- 12 hour shifts (3 days on, 3 days off, with a day/night rotation)
- Periods of downtime with a requirement to be self-directed to complete other tasks.
- Can be exposed to volatile or emergency situations.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com before 11:00 p.m. of posting closing date. **PLEASE QUOTE Competition number #057-2021** on your cover letter.

IMPORTANT: All applications *must* include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Drivers License

*Please Note: Only **complete** applications will be considered and only those candidates selected for an interview will be contacted.*