

# Employment Opportunity - Posting The Salvation Army – B.C. Division



Giving Hope Today

<b>Job Title:</b>	Support Worker	<b>Competition #:</b>	202114
<b>Ministry Unit/Dept:</b>	The Salvation Army Victoria ARC	<b>Status:</b>	Casual/On-Call
<b>Salary Range:</b>	\$22.69 - \$23.69 per hour	<b>Date Posted:</b>	March 24, 2022
<b>Address:</b>	525 Johnson Street, Victoria BC	<b>Posting Expires:</b>	Open Until Filled
<b>Applications Accepted By:</b>			
<p>Interested applicants must respond in writing with subject line "Support Worker" to:</p> <p style="text-align: center;"><a href="mailto:resumes@victoriaarc.org">resumes@victoriaarc.org</a></p> <p style="text-align: center;">by fax at: 250-384-8412 or in person</p>		<p><b>Please no phone calls.</b></p>	
<b>MISSION AND VALUES:</b>			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p><b>Mission Statement</b> The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p><b>Core Values</b> The Salvation Army Canada and Bermuda has four core values:</p> <p><b>Hope:</b> We give hope through the power of the gospel of Jesus Christ.  <b>Service:</b> We reach out to support others without discrimination.  <b>Dignity:</b> We respect and value each other, recognizing everyone's worth.  <b>Stewardship:</b> We responsibly manage the resources entrusted to us.</p>			
<b>JOB DESCRIPTION:</b>			
<p><b>POSITION PURPOSE SUMMARY</b> The <b>Support Worker</b> position is responsible for providing client-centered support to program participants and clients at the Victoria A.R.C.</p>			
<b>BASIC FUNCTIONS/RESPONSIBILITIES:</b>			
<p><u>Front Desk:</u></p> <ul style="list-style-type: none"> <li>• Receives clients and visitors in a pleasant and courteous manner, and provides services according to established procedures.</li> <li>• Monitors access to the Victoria A.R.C.</li> <li>• Conscientiously observes the confidential nature of the agency's service to its clients and participants.</li> </ul>			

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.

# Employment Opportunity - Posting

## The Salvation Army – B.C. Division



Giving Hope Today

- Operates cash register; accepts and records payments, and performs shift end deposit.
- Accepts, sorts, and distributes all incoming mail and packages.
- Operates a multiple line switchboard, takes messages, and forwards messages to respective staff and residents.
- Records pertinent information including financial activities and incidents accurately and according to policy into the shift activity log and other recording systems.
- Monitors adherence of clients to Victoria A.R.C. guidelines.
- Does registration for new clients and ensures that registration forms are accurately completed and intake procedures are followed.
- Provides clients access to their medication and follows all procedures and policies related to client medication.
- Maintains and updates resident information on database.

### Residential Support:

- Acts as a mobile secure and supportive presence monitoring the first, second, and third floors for resident behaviour as well as basic structural and operational conditions as per policies and procedures.
- Provides accurate information and client-centered support to meet the needs of the clients and visitors in accordance to Victoria A.R.C. policies and procedures.
- Ensures that clients and visitors are respecting and adhering to Victoria A.R.C. policies and procedures.
- Conducts and monitors the building's surveillance; health, safety and security of the site.
- Conducts regular rounds of the Victoria A.R.C. and conducts bed checks.
- Reports observed maintenance needs in accordance with agency procedures.
- Ensures the public areas are clean and organized according to Victoria A.R.C. standards.
- Performs light janitorial duties when required .

### Other:

- Must attend all staff meetings and training seminars related to agency services if requested.
- May be assigned other related duties according to agency needs at the discretion of the ARC Program Manager.

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS:**

#### **Education/Certifications:**

- Completion of High School plus post-secondary diploma or certificate (Degree or Diploma in Social Work, Psychology, Counselling, or related field is preferred).
- Must possess a valid First Aid/CPR Certificate.

#### **Experience:**

- Six months related experience.

#### **Required Skills/Knowledge:**

- Excellent typing and computer skills.
- Excellent numeric and analytical skills.
- Superior customer service and problem-solving skills.
- Excellent ability to work well in a fast-paced and high-stress environment.
- Must possess a class 5 driver's license.

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.

# Employment Opportunity - Posting The Salvation Army – B.C. Division



Giving Hope Today

- Understanding of barriers faced by Victoria A.R.C. residents and visitors.
- Demonstrates flexibility and creativity.
- Strong time-management skills.
- Effective in both written and verbal communication.

NOTE: A Federal Government “Enhanced Reliability” Security Clearance and Criminal Record Check are a pre-requisite to employment commencement.

Successful candidates, prior to hiring, may be required to provide:

- Background check consent
- A clear vulnerable sector screening
- A clean driver’s abstract
- Completion of our online Armatius Abuse Training and required Health and Safety Training

**HOURS/SCHEDULE :** Variable, decided by Manager

The use of a personal vehicle is not required in the performance of duties. This position requires union membership.

*The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.*

We thank all applicants, however, only those candidates to be interviewed will be contacted.

*Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.*



The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.