



Job Title: Relief Evening and Overnight Support Workers

Department: Shelter Services

Reports to: Director of Ministry

Role Summary:

Reporting to the Director of Ministry or his designate, the Relief Worker enhances the dignity and quality of life of Good Shepherd's clients by delivering service to clients and visitors accessing the Good Shepherd Ministries.

Justice, equality, dignity and acceptance of clients is aided by maintaining safe and clean environment for clients, answering queries and completing nightly registration in respectful manner.

Through positive role modelling, the Relief Worker is responsible for the demonstration of the Mission, Vision and Values at work within the Good Shepherd Ministries.

Responsibilities for this position include the following:

- Assigned, as needed, to Evening or Overnight shifts;
- Answering telephone calls and providing information. Preparing and processing dormitory registration list. Monitoring client/building safety and security; supervising both dormitories. Answering queries from clients and making referrals to other agencies as directed. Picking up food or clothing donations as directed. Re-stocking dormitory supplies. Providing food to clients as directed. Housekeeping and cleaning tasks. Additional duties are in accordance with the Role Description.

Skill, Nature and Scope:

- Demonstrated commitment to the Mission, Vision and Values of Good Shepherd Ministries is a requirement. The ideal candidate has excellent interpersonal skills, demonstrates initiative and constantly seeks to address the needs of a difficult client population. He/she must be a team player with relevant work experience. A CPR First Aid Certificate acquired through a recognized course is a necessity. Additionally, this position requires a person who has clerical and administrative skills and is able to multitask

Hours of work:

- Evening shifts are from 4.30 pm to 10.30 pm; Overnight shifts are from 10.30 pm to 8.30 am.

Wages and benefits: \$15.03 per hour start rate and \$15.66 after successful completion of a probationary period.