



**Title:** Night Support Worker  
**Reports To:** Manager, Hospitality Services  
**Department:** Shelter and Hospitality Services

We are currently accepting application for Full Time Night Support Worker position in our adult homeless men's shelter.

**Role Summary and Responsibilities includes:**

Job duties for this position include: carrying out head counts regularly throughout the night to ensure an exact record of occupancy load, assigning vacant beds and complete the necessary records and forms upon admission, updating the City Toronto's SMIS database with new admissions and to perform the routine bed checks and recollection of SMIS in accordance with the City's Shelter, Housing and Support Services directives, assisting clients with questions or queries, securing all external doors and first floor windows, checking all fire exit doors and fire exit routes to ensure they are operational and free from obstruction, carrying out janitorial duties including the cleaning of floors, washrooms, stairwells, ramp, dining room and offices as directed, maintaining an adequate supply of toilet tissue and towels in co-workers and client washrooms, washing, drying and fold kitchen laundry, etc.

The successful candidate must take initiative and work effectively both independently and as part of team to accomplish daily tasks.

**Skill, Nature and Scope includes:**

- Actively practice the Mission, Vision and Values of Good Shepherd Ministries.
- Diploma or equivalent in social services.
- Demonstrates clerical and administrative skills acquired through equivalent work related experience.
- Excellent written communication skills to produce routine memos, correspondence and reports.
- The ability to prioritize work overload is essential.
- CPR First Aid Certificate acquired through a recognized course.
- An ability to appreciate the complexity and demands of "hard to serve" individuals from diverse backgrounds.
- Excellent written communication and interpersonal skills to maintain team work with the ability to communicate effectively with individual from diverse background.

**Hours of work:**

40.00 hours a week - overnight.

**Wages:**

\$17.16 per hour start rate and \$17.82 per hour after successful completion of a probationary period. This position qualifies for comprehensive benefits after completion of the required wait period. Please send application and resume to [employment@goodshepherd.ca](mailto:employment@goodshepherd.ca) OR by regular mail: to the attention of Human Resources, 412 Queen Street East, Toronto, ON, M5A 1T3.