



**GOOD SHEPHERD
MINISTRIES**
WELCOME HOMELESS

Job Title: Night Support Worker

Reports To: Manager, Hospitality Services or designate

Department: Shelter Services

We are currently accepting application for a full time Night Support Worker position for forty (40) hours per week.

Role Summary and Responsibilities:

Job duties for this position include: Assigning vacant beds and completing the necessary records and forms upon admission, updating the City Toronto's SMIS database with new admissions and performing the routine bed checks and recollection of information, 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, collecting and laundering soiled linens, towels and clothing drying, folds and stores said items as required. Assisting with the preparation of breakfast for overnight clients, 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:

- Demonstrated commitment to the Mission, Vision and Values of Good Shepherd Ministries is a requirement.
- Demonstrates clerical and administrative skills acquired through equivalent work related experience.
- Excellent written communication skills to document activities and produce reports (i.e incident report). Ability to clearly communicate with Department Directors, employees, volunteers, visitors and clients.
- Experience working with individuals experiencing homelessness
- Excellent interpersonal, crisis intervention and customer service skills.
- The ability to patiently deal with clients experiencing multiple challenges is essential.
- Diploma or equivalent education in Social Services
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Wages:

\$17.72 per hour start rate and \$18.38 per hour after successful completion of a probationary period.

Please send application and resume to employment@goodshepherd.ca OR by regular mail: to the attention of Human Resources, 412 Queen Street East, Toronto, ON, M5A 1T3.

Thank you for those who applied, however, only those selected for interview will be contacted.