

Drop-In Relief Position Job Posting

Position: Drop-In Relief Staff

Number of Positions: 2-3

Hours: Occasional shifts Monday to Friday, 8:45am - 4pm

Supervisor: Drop-In Program Coordinator

Major Responsibilities:

1. Assist in overseeing the Drop-In Program
2. Participate as a CRC team member

1. Assist in overseeing the Drop-In Program

- Help create a Drop in that is welcoming, respectful and safe
- Engage participants, build relationships and refer participants to services requested/needed
- Defuse conflict according to policies and Drop-In protocols
- Ensure relevant information is communicated to appropriate staff
- Assist with preparing and serving meals, wiping tables, mopping floors and other light maintenance duties.
- Oversee setting up and putting away of program equipment and material.
- Document events according to CRC's policies and procedures

2. Participate as a CRC team member

- Attend staff meetings, trainings and agency functions as required.
- Role-model professional behaviour, strong healthy boundaries and positive communication with participants, volunteers and all partners
- Promote a culture of Health and Safety within our space
- Uphold CRC values in our community
- Participate in program evaluation
- Pitch in as needed with enthusiasm and build a culture of team work

Qualifications and Experience:

- Diploma or degree in Social Services and/or drop-in experience and/or equivalent front-line experience
- CPI, First Aid/CPR Certification an asset.
- Minimum 1 year recent related experience or an equivalent combination of education, training and experience.

- Experience working in a diverse multicultural staff and community; ability to work with individuals of various cultures, ages and economic backgrounds.

Knowledge and Skills:

- Excellent group skills and ability to work in a fast-paced environment
- Exceptional interpersonal, communication, cross-cultural competence and conflict resolution skills
- Demonstrated experience working with vulnerable and marginalized populations
- Experience in the Regent Park community and ability to speak a language relevant to the Regent Park neighbourhood are assets
- A vulnerable sector police check will be required if hired

This position will be a member of CRC Local #2864.

Please submit your resume and cover letter in one Word or pdf document by **Wednesday March 27th, 2019 at 5pm** to hiringleague@tcrc.ca or in person at the CRC, 40 Oak Street.

CRC encourages applications from people representing the diverse community we serve. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), CRC will provide accommodations to job applicants with disabilities throughout the recruitment process. If you require any accommodations, please notify us and we will work with you to meet your needs.

We thank all candidates for their interest, but only those selected for an interview will be contacted.