



Employment Opportunity - Ontario Division

RESPONSIBILITY:

Reports directly to the Director of Program Services or designate. Accepts leadership and direction from management, Front Desk Attendants and Caseworkers.

EDUCATION, QUALIFICATIONS AND CERTIFICATIONS:

- Completion of High School
- Degree or diploma in progress in the social services field or administration is an asset.
- Have current First Aid/CPR Certification or willingness to obtain.
- NOTE: Alternative combinations of education and experience may be considered.

EXPERIENCE AND KNOWLEDGE:

- Minimum of three (3) months of prior related experience.
- Experience with front line work in a social services setting is preferred.
- Excellent computer and database skills (particularly Excel, Word, Internet); ensuring accuracy and attention to detail.

SKILLS AND CAPABILITIES:

- Be able to lift/move up to 40 pounds as required.
- Ability to climb stairs frequently.
- Pleasant and courteous disposition with the ability to work well with others.
- Ability to work independently and in a team environment.
- Ability to communicate information/data clearly and accurately.
- Ability to work under stressful circumstances.
- Develop an understanding of the Mission of The Salvation Army in Canada and its implications as related to position responsibilities.
- Maintain information in confidence as required.
- Represent the organization in a professional and engaging manner
- Participate in regular supervision and performance reviews/evaluations as required
- Work in compliance with OH&S Act and Regulations and abide by The Salvation Army's health and safety policies and procedures.
- Participate in ongoing professional development and training.
- Develop an understanding and support for the mission and purpose of The Salvation Army in Canada and its implications as related to position responsibilities.

CONDITIONS OF EMPLOYMENT:

- Provide an original copy of a Background Check with vulnerable sector screening that is satisfactory to The Salvation Army, in its sole discretion, is required. The screening is secured either through the national Canadian Police Information Centre (CPIC) or through a local police detachment.
- Clearance through the Enhanced Reliability Screening through Corrections Canada and Vulnerable Persons Check is required.
- Immunization for Hepatitis B and Vaccination against Tuberculosis.
- May require screening through The Salvation Army Abuse Registry.
- Support for and an understanding of the mission and purpose of The Salvation Army in Canada
- Shift flexibility required: days, evenings, nights, and weekends
- Required to wear a name tag supplied by employer when on duty
- Normal Location of work is: 545 North Cumberland Street, Thunder Bay

*In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for **all new employees within the Province of Ontario, Social Services sector**. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.*



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The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.

We thank all applicants, however, only those candidates to be interviewed will be contacted.
You must advise your managing supervisor of your intentions prior to submitting your application.

