



## Employment Opportunity - Ontario Division

<b>Job Title:</b>	Community and Family Services Work	<b>Competition #:</b>	
<b>Department:</b>	Community and Family Services	<b>Status/Position Type:</b>	Permanent, Full-time 37.5 hours per week
<b>Compensation:</b>	\$16.06 to \$20.08 per hour	<b>Unionized:</b>	No
<b>Ministry Unit:</b>	Thunder Bay Journey to Life Centre	<b>Date posted:</b>	
<b>Address:</b>	545 N. Cumberland Street Thunder Bay ON P7A 4S2	<b>Posting Expires:</b>	August 29, 2022

### APPLICATIONS ACCEPTED BY:

**Email:** ong.tbayadmin@salvationarmy.ca

**Attention:** Paige Martin, Senior Human Resources Advisor

**Mailing Address:** Human Relations Department, The Salvation Army Journey to Life Centre, 545 Cumberland St N. Thunder Bay ON. P7A 4S2

**Please, no phone calls.**

### MISSION, VISION AND VALUES:

The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.

#### Mission Statement

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

#### Vision Statement

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

#### Core Values:

**Hope:** We give hope through the power of the gospel of Jesus Christ.

**Service:** We reach out to support others without discrimination.

**Dignity:** We respect and value each other, recognizing everyone's worth.

**Stewardship:** We responsibly manage the resources entrusted to us.

### TERMS AND CONDITIONS:

#### POSITION PURPOSE SUMMARY:

The Community and Family Services Worker supports the Thunder Bay Journey to Life Centre in supporting individuals and families who are seeking aid and assistance from, or have been referred to, The Salvation Army.

#### ACCOUNTABILITIES:

- Conduct initial intake application and assessment and screen clients for emergency financial assistance including food, clothing, and household needs.
- Responsible for the following, ordering and/or receipt of food donations, recording, general cleanliness, organization, health, and safety.
- Network and refer to The Salvation Army, government, and community social service providers to coordinate resources for the benefit of clients and program when necessary.
- Develop and conduct workshops for clients as appropriate.
- Coordinate and organize annual donation and fundraising efforts and/or special or seasonal programs i.e. Food Drives, Donation Drives, Toy Distribution, Summer Camps, Community Dinners, Breakfast Program, Red Cap as needed.
- Plan, purchase food supplies, prepare and serve nutritious meals for programs while working within an established budget.
- Assist with evaluating school programs and form partnerships with staff/social workers in the schools.
- Organize and purchase gifts/hampers for school families, according to business sponsorships received during the Christmas season.
- Document and indicate to supervisor any issues or concerns with regards to participants, volunteers, and community.
- Maintain accurate records of client information while maintaining confidentiality and providing monthly statistical reports.
- Develop and maintain a good understanding of services provided by external agencies.
- Organize, schedule, supervise and demonstrate work methods to volunteers and students.
- Perform other position related duties as required.

#### WORKING CONDITIONS:

- Normal hours of work are Monday to Friday 7:30 a.m. to 3:30 p.m. Includes a ½-hour unpaid meal break where applicable.





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- Schedule will vary according to requirements of responsibilities – some weekend and evening work may be required.
- Some flexibility in scheduling is required to meet the needs of the program specifically during fundraising events.
- Some travel is required to pick up food and supplies and to attend school programming.

### EDUCATION, QUALIFICATIONS AND CERTIFICATIONS:

- Completion of a Community College Diploma in Social Services work or equivalent
- Safe Food Handling/In Good Hands Certification or willingness to obtain
- Certification in First Aid/CPR or willingness to obtain
- Alternative combinations of education and experience may be considered

### EXPERIENCE AND KNOWLEDGE:

- Minimum of one (1) year of prior related experience in the field of social or human services
- Knowledge of community-based resources and experience networking with government and social service agencies.
- Demonstrated ability to work within a computerized environment and proficiency in Microsoft Office
- Experience creating and working within a budget
- Experience working with and supervising volunteers is considered an asset
- NOTE: Alternative combinations of education and experience may be considered
- This position is permanent part time based on 37.5 hours per week.

### SKILLS AND CAPABILITIES:

- Excellent communication, interpersonal and customer service skills, with the ability to display empathy and respect throughout service delivery
- Ability to lift and move more than 20 pounds as this position requires a moderate amount of loading/unloading of vehicles
- Ability to multi-task, think creatively, be a self-starter and is well organized
- Attentive listener and demonstrates a high level of integrity, judgment, and ability to maintain appropriate confidentiality
- Capable of establishing and maintaining positive interpersonal relationships and able to work as an effective team member with limited direct supervision
- Ability to undergo applicable screening and background checks successfully that are satisfactory to The Salvation Army, in its sole discretion (i.e., The Salvation Army Abuse Registry) and provide an original copy of a Background Check with vulnerable sector screening.
- Ability and willingness to develop an understanding and support for the mission and purpose of The Salvation Army in Canada and its implications as related to position responsibilities.
- Valid Ontario Class "G" driver's license, provide an original driver's abstract that is satisfactory to The Salvation Army, in its sole discretion, is required.
- 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.
- Be able to obtain clearance through the Enhanced Reliability Screening through Corrections Canada.
- Screening through the Salvation Army Abuse Registry.

*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.*

**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.*

