



START ME UP NIAGARA

JOB TITLE: Drop-In Center Worker

DEPARTMENT: Administration

SUPERVISOR: Centre Team Lead

At Start Me Up Niagara, we offer services and programs to support people facing significant challenges such as poverty, homelessness, unemployment, disabilities, addictions and mental health issues. Our goal is to provide opportunities for these individuals to help them increase their level of self-sufficiency and improve their quality of life. Our services range from daily drop in, community lunches, health care, income maximization, arts, garden, housing supports and employment development.

Together, we are working to build a community where all are included.

GENERAL JOB DESCRIPTION

As a Centre Supports Worker, you will help SMUN to meet its program objectives. This position has a variety of responsibilities.

The job description outlined below is intended to be a guideline for the many tasks that this position entails and may be reasonably modified as program needs change.

MAJOR DUTIES AND RESPONSIBILITIES

The ideal candidate will be a self-starter, who is just as comfortable working autonomously as with a team. This candidate should have a high level of discretion and confidentiality and offer new ideas and initiatives.

1. Work under the direction of the Centre Team Lead and in cooperation with other program staff to provide support to participants at the Centre
2. Assist to maintain a welcoming, safe environment that respects choice and confidentiality
3. Assist with programming and oversight of daily activities in the Centre
4. Assist participants with paperwork, phone calls and other needs
5. Provide information about linkages to in-house community resources
6. Maintain a daily activity log and prepare other reports as requested
7. Assist with daily clean up
8. Attend staff meetings, special events and training sessions when scheduled
9. Other tasks as may be reasonably assigned by the Centre Team Lead

10. Shadow experienced staff, read articulated related work, seek out knowledge of community resources and professional development opportunities
11. Work as a team with other staff to maintain a healthy and safe working environment
12. Any other duties as required

QUALIFICATION AND KEY COMPETENCIES

1. Education in or volunteering in a front-line capacity in a community setting
2. Education in working with persons facing barriers especially as related to mental health, substance use, and trauma
3. Demonstrated skills in problem solving and decision making under pressure
4. Ability to work as a team and on your own with little supervision
5. Satisfactory clearance under the Vulnerable Sector Police Check Program
6. Must be qualified to legally work in Canada
7. Must be between the ages of 15-30
8. Must be willing to comply with Covid-19 protocols which includes wearing masks and undergoing regular COVID-19 RAT testing

Job Type: Fixed Term Contract of 8 weeks

Schedule: Monday to Friday (8:30am- 4:00pm)

Work remotely: No

Start Date: TBD

***We thank all candidates for their interest in advance.
Due to volume we will only be contacting those selected for an interview.***