



Town of **SLAVE LAKE**

EMPLOYMENT OPPORTUNITY

Shelter Worker

Multiple Full-time and Casual Positions

Are you ready to make a difference every day? Join our team as a Shelter Worker and be the driving force behind positive change!

An opportunity exists to join the Town of Slave in a **full-time position**. Reporting to the Shelter Manager, the **Shelter Worker** will be responsible for cleaning and maintaining the facility, working directly with the users. The individual will also complete regular checks on the facilities and provide support and resources to the users of the facility.

Why Choose Us:

Meaningful Impact: Your work will change lives and empower a community.

Growth: We invest in your professional development and growth.

Collaborative Team: Join a dynamic team dedicated to making a difference.

EMPLOYEES THAT REPORT DIRECTLY TO THIS POSITION:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Cleaning and maintaining the facilities,
- Communicate effectively with clients,
- Assist in providing additional resources to clients, referring them to appropriate social services including legal, medical, financial assistance, housing, employment, transportation, day care and other services,
- Work cooperatively with other staff, volunteers and clients,
- Intake and orienting guests,
- Providing support to help meet the needs of the guests including food, clothing and other support required,
- Prepare and serve meals as required,
- Assist in inventory control as required,
- Provide crisis intervention and emergency shelter services,
- General housekeeping duties for shelter,
- Laundry services for shelter and residents.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- Previous experience working in a shelter environment is preferred,
- Class 5 driver's license, and a clean driver abstract is required,
- Clean Vulnerable Sector background check will be required.
- First aid certification would be considered an asset, or willing to obtain within 6 months of hire date.

SKILLS REQUIRED:

- Excellent verbal and written communication skills,
- Ability to remain calm in varying urgent situations,
- Ability to deal effectively with multiple priorities in a fast-paced environment,
- Skilled in conflict resolution,
- Ability to maintain professionalism in varying scenarios,
- Knowledge about addiction, recovery, mental health and homelessness.

Note: The above is not intended to be an exhaustive list of all the responsibilities and activities required for this position but gives a general nature and level of work being performed by the incumbent.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Occasional light lifting.
- Use of computer and telephone.
- Typically, good lighting, temperature, and noise control.
- Shift work where a normal working day consists of a maximum of 7.5 hours; however, occasional extended hours may be required.

Please note:

1. A cover letter clearly indicating the position title, accompanied by an up-to-date resume is required.
2. Shortlisted candidates will undergo a skills and personality assessment test.
3. The successful candidate will be required to provide professional references and an acceptable criminal record check.

The Town of Slave Lake has an attractive compensation plan and generous benefits package.

How to apply:

Send your cover letter and resume (ensuring to include the job title in your email subject heading) to:

Human Resources, Town of Slave Lake

10 Main Street S.W. P.O. Box 1030, Slave Lake, Alberta T0G 2A0

E-mail: hr@slavelake.ca

PLEASE NOTE: The application review will be ongoing, and the position will remain open until filled.

We thank all applicants for their interest; however, because of the volume of applications, we will contact only those under consideration. We will review all applications carefully to determine which candidates' qualifications and experience closely match our requirements.