

Employment Opportunity



Nicola Valley Shelter and Support Society

**Box 424
Merritt, BC
V1K 1B8**

The Nicola Valley Shelter and Support Society is seeking a **Shelter Manager** to manage our low barrier shelter. You will be expected to assist staff and clients with all their needs while establishing and maintaining an environment for everyone that is consistent with agency values. Specific duties include the completion of intakes, the answering of telephone lines, distribution of client mail, the monitoring of client activities, the maintenance of safety and security, and monitoring of the security system, connection of clients to case managers and service providers, collaboration with partner agencies, reporting to the society board of directors and upkeeping of all required BC Housing reports. Successful candidates must have the ability to cover various shifts, including weekends and holidays. This position reports to the NVSSS board of directors.

This is a full-time position requiring a flexible work schedule including weekends.

Applicants will require:

- Pass and maintain a clear Criminal Record Check
- Must hold or be willing to obtain a valid First Aid Certificate
- Support a harm reduction model in the community, with associated training or be willing to train.
- A degree, diploma or certificate in related field such as Addictions Counselling, Personal Support Worker, Social Work, Police Foundations, Aboriginals Canadian Relations, and Aboriginal Community Advocacy or equivalent combination of education and/or experience is preferred.
- Class 5 driver's license

Preferred qualifications and experience:

- 2-5 years' experience working with individuals with mental health and / or addictions in a front-line support role or a combination of post- secondary education and experience.
- Experience running programming in group settings
- Experience recruiting and managing staff
- Sound knowledge and understanding of the systemic, cultural, and individual barriers and issues facing a person with addiction and mental health issues.
- Current Food Safe Level I, or willing to obtain.

Skills and Abilities

- Able to deal with a wide variety of clients in a non-judgmental and compassionate manner
- Conflict resolution training or experience
- Trauma informed practice training or experience
- Understanding of the causes and effects of homelessness and/ or living in poverty
- Understanding of the effects of colonization and aboriginal culture
- Strong communication skills, both verbal and written
- Ability to monitor funding, compile statistics, and generate meaningful reports
- Ability to work effectively as part of a team and independently
- Strong organizational and time management skills
- Reliable and flexible self-starter with the ability to multitask
- Computer literate. Experience working with Microsoft Word, Excel, and Outlook
- Good knowledge of community resources

Responsibilities include but are not limited to:

- Complete client intake forms and set-up a task list that will meet the end goals of the client. This will include case management for clients and referral to the Housing First Coordinator.
- Fulfill all reporting obligations including those involving clients, staff, and board membership.
- Complete intake duties collecting client information on the BC Housing database system (HIFIS)
- Help clients self-identify needs and what opportunities exist that support progressive change.
- Report areas of concern or need to the Society Board at regularly scheduled meetings.

- Other duties and projects as required

Compensation starts in the range of \$29-\$31/ hour. Commensurate with experience and ability. We offer an excellent health and welfare benefits plan.

Cover letters and resumes will be accepted until noon on July 21, 2022.

By mail: BOX 424 Merritt BC. V1K 1B8 or by email nvsssbod@outlook.com