

## JOB POSTING

**POSTING NUMBER:** 2017-009

**POSITION:** **Full-Time Client Services Facilitator, the Oaks**  
Shifts are regularly from 9:00-17:00, but are flexible depending on planned activities  
Sunday to Thursday **or** Tuesday to Saturday

**PAY RATE:** \$17.94 - \$21.66 per hour, Unifor Local 8300 Wage Scale  
Group benefits and RRSP plan

**POSTING DATE:** March 10, 2017

**CLOSING DATE:** Send your resume and covering letter, quoting posting number **2017-009** to  
[hrrecruitment@shepherdsofgoodhope.com](mailto:hrrecruitment@shepherdsofgoodhope.com) no later than **4:00 p.m.** on **March 20, 2017**.  
Internal candidates will be given first consideration, prior to external applicants.

### RESPONSIBILITIES

- Plans, organizes and facilitates activities for the residents.
- Acts as a liaison between Volunteer Services and all volunteers at the Oaks.
- Organizes all aspects of resident's memorials, as required.
- Works collaboratively with partnering agency members.
- Maintains accurate records and tracks statistics of resident participation in activities.
- Promotes resident engagement and self-care to the residents of the Oaks.
- Assists residents in shopping activities.
- Ensures all preventative maintenance on the Oaks van is scheduled and completed.
- Supervises student placements and acts as a mentor.

### QUALIFICATIONS

- Post-Secondary education in Social Sciences or equivalent experience; Knowledge of addiction, mental health and poverty issues
- Demonstrated ability to build rapport and work within a Harm Reduction framework using NVCI principles
- Exceptional organizational skills and the ability to use critical thinking and problem solving skills
- Strong written and verbal communication skills; human qualities such as compassion, caring and empathy
- Experience in maintaining accurate records and statistics; Dependability and commitment to the program
- Good working knowledge of meal planning and event planning, as well as Safe Food Handlers certificate is preferred
- Proficiency in Microsoft Office and related software is required.
- A valid driver's license and the ability to meet SGH insurance requirements are required.

Shepherds of Good Hope is committed to being responsive to the diverse needs of our clients, residents, employees and volunteers, including those with disabilities. Please inform if you require accommodation

through the hiring process, so that we can make every effort to meet your needs.