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## Gateway

20 active jobs ([view](#))

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### PUBLISHED

March 4, 2020

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### LOCATION

Toronto, Canada

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### JOB TYPE

[Full-time](#)

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### CATEGORY

[Ontario Central-East](#)

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### SALARY

\$17.00 per hour

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### INTERESTED APPLICANTS MUST RESPOND IN WRITING TO

Brad Sider: [bradsider@thegateway.ca](mailto:bradsider@thegateway.ca)

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### CLOSING DATE

March 12, 2020

## DESCRIPTION

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



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The Salvation Army Canada and Bermuda has four 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.

### **Position Purpose Summary:**

To support the everyday operations of The Gateway shelter, to build relationships with Gateway residents and Community Members, and to positively contribute to the Frontline Staff team.

## **RESPONSIBILITIES**

- Admit and discharge residents as required
- Facilitate intake and triage processes for residents by taking required information, provide any requested information, orient residents to hostel regulations and schedules as well as all available services
- Ensure resident admission and discharge information is recorded in appropriate places
- Assist with supervision of residents
- Provide support, assistance and encouragement to residents
- Perform all necessary clerical duties for documentation, including SMIS, Hostel Registry, Triage, log book entries, and all other required forms
- Make necessary referrals to case management department or pastoral care
- Sort and process resident mail on a daily basis, stamp and distribute all mail; redirect all mail for residents who are no longer at Gateway.
- Report all building problems to the Environmental Services Coordinator
- Ensure all donations received after business hours are received and processed according to policy



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#### BEES NOT USED

- Store and properly document all residents' belongings who have booked out.
- All shifts will make regular rounds throughout building; including walking through the dormitory and bathrooms
- Maintain a clean a welcoming atmosphere
- To perform all other related duties as required by management

## QUALIFICATIONS

- High School Graduate with some further education in the social sciences field or equivalent experience
- Knowledge and understanding of homelessness, addictions and mental health
- Basic computer and clerical skills
- Fluent in written and spoken English
- Ability to function as a team member
- Certification in CPR/First Aid and Crisis Intervention
- Possess excellent problem solving skills

Successful candidate will be required to provide upon hiring:

- A clear vulnerable sector screening
- A clean drivers abstract
- Participate in our online Armatus Abuse Training and Health and Safety training required upon hiring, as well as updated annually

**HOURS:** 42 hours per week



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contacted.

*Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.*

**If there is a competition number associated with this posting, please include within the subject line of your email, fax or regular mail correspondence.**

The Salvation Army will accommodate candidates as required under applicable Human Rights Legislation. If you require a disability related accommodation during this process, please inform us of your requirements.

*In accordance with The Salvation Army policy and legislated requirements, employment is conditional upon the verification of credentials and completion of a background check.*

Internal Applicants: Please advise Department Heads of your intentions prior to submitting your application.



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APRIL 4, 2020

[Full Time Administrative Assistant](#)  Toronto, Canada NEW

APRIL 4, 2020

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APRIL 4, 2020

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