



Giving Hope Today



DONATE



Gateway

33 active jobs [\(view\)](#)

PUBLISHED

August 28, 2020

LOCATION

Toronto, Canada

JOB TYPE

Casual

CATEGORY

Ontario Central-East

SALARY

\$17.00 per hour

INTERESTED APPLICANTS MUST RESPOND IN WRITING TO

Brad Sider: bradsider@thegateway.ca

CLOSING DATE

September 7, 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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Beds 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
- Participate in our online Armatus Abuse Training and Health and Safety training required upon hiring, as well as updated annually

HOURS: Casual / On Call



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We thank all applicants, however, only those candidates to be interviewed will be 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.

This posting is open to external and internal candidates alike. If you are an internal applicant, please advise your Department Head of your intentions prior to submitting your application.





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Relief Front Line Worker – more than 1 required (union position)

□ Mississauga & Brampton, Canada

□ SEPTEMBER 25, 2020

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