



Canadian Mental
Health Association
Kenora
Mental health for all

Casual Emergency Shelter Workers Kenora Emergency Shelter

Reporting to the Chief Executive Officer and the Kenora Emergency Shelter Operations Team Lead the Shelter Worker is responsible for facilitating an atmosphere of safety and positive reinforcement.

The Shelter worker will work twelve-hour night shifts. They will participate as a member of a team of professionals whose focus is safety, stability and support for individuals in a housing crisis.

Qualifications:

Diploma in social sciences or human services as asset, High school graduation diploma or GED minimum

Experience working with individuals with mental health struggles and addictions and/or demonstrated ability to work with vulnerable populations

Personal qualities of empathy, understanding, and patience

Good interpersonal communication and relationship building skills

Ability to communicate professionally with community agencies

Knowledge of community resources

Cultural competence for diverse populations

Understanding and applied knowledge of Recovery Model

Understanding of trauma informed practice and implementation

Good documentation skills

Ability to learn and understand online scheduling

Proficient computer skills

Demonstrated understanding of personal space and ability to role model healthy boundaries

Ability to manage conflict and crisis situations

Ability to work independently as well as in a team environment

Creative problem solving

First aid & CPR/AED, Mental health first aid, and NVCI or willing to obtain

Valid Driver's License

Duties:

- Adherence to all policies and procedures of Canadian Mental Health Association, Kenora Branch
- Assertive engagement with clients of the Kenora Emergency Shelter to connect them to services
- Ensure safety and security of all patrons during shift, including interpersonal safety and security of the shelter
- Logging patron contact throughout shift
- Assess and assist patrons with personal needs (e.g., personal hygiene, nutrition, medical or emotional)
- Monitor and supervise the shelter and patrons, assist patrons of the shelter with needs, questions and maintain shelter order in accordance with CMHA Kenora Branch policies
- Referral to community agencies and services where appropriate
- Ensure completion of shift responsibilities and routines
- Perform administrative functions as directed
- Communicate with shelter Team Lead of any building maintenance issues to be addressed
- Perform general housekeeping duties such as laundry, sweeping and mopping of floors, emptying garbage cans, clean and sanitize intake area, washrooms, sleeping area and common areas
- Assist with meal preparations, serving and clean up when required
- Attend monthly staff meetings and education/training opportunities as required
- Participate on specific committees or working groups as assigned by the Chief Executive Officer

- Provide a safe environment by ensuring adherences to Workplace Health and Safety Regulations and Policies, Infection Control Guidelines, WHIMIS and Safe Work Procedures; including but not limited to Fire, Disaster and Evacuation Plans
- Ensure client safety and client safety activities are emphasized throughout orientation of new staff members
- Support an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of mental health services
- Responsible for self-care
- Other duties as directed

For more information please visit www.cmhak.on.ca

**Please submit resume by March 15th, 2024, attention to:
Hiring Committee
Canadian Mental Health Association, Kenora Branch 227
Second Street South, 2nd Floor
Kenora, Ontario P9N 1G1
Email: careers@cmhak.on.ca**

The Canadian Mental Health Association, Kenora Branch welcomes and encourages applications from people with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process.