

Job Description

Job Title:	Day/Evening/Night Shelter Attendant
Job Type:	Part-Time (guaranteed 20 hours per week)
Location:	950 Exhibition Drive, Prince Albert, SK
Reports To:	Manager, Stepping Stones

About the YWCA: YWCA Prince Albert is a friendly and rewarding place to work. There are many opportunities for advancement for hard-working, positive, team-oriented people.

Responsibilities: To assist and supervise clients utilizing the Shelter in a positive and respectful manner.

Qualifications:

- Experience working with at risk individuals;
- Security experience an asset;
- Must be reliable and willing to learn;
- CPR/First Aid;
- Must pass YWCA Security Screening (must provide criminal record check and vulnerable sector check prior to hiring)
- Must be able to work independently with little supervision;

Remuneration: \$22.18 per hour

YWCA additional Benefits:

- Paid vacation days
- Paid sick time
- Benefit packages (life insurance, health, dental, LTD); Employee pays portion
- 5% matching pension plan
- Professional development opportunities

Duties:

- Intake of individuals accessing shelter;
- Supervision of clients in shelter Area;
- Attending to crises as they may arise;
- Ensuring the safety of clients, contacting police or ambulance should someone be a threat to themselves or others;
- Providing information on available services in the community;
- Light meal preparation;
- Reporting as required;
- Provide feedback to management on shelter operation;
- Follow the established policies and procedures of the Stepping Stones Shelter;
- Follow YWCA policies and safety procedures;
- Maintain confidentiality;
- Cleaning duties as required;
- All other duties as requested

Probation: All YWCA Prince Albert positions contain a three-month probation period.