



Employment Opportunity - Ontario Division

Job Title:	Shift Supervisor Contract	Competition #:	
Department:	SIL	Status/Position Type:	6 month contract
Compensation:	Band 5 plus \$3 per hour premium until 03/31/2022	Unionized:	No
Ministry Unit:	Lawson Ministries Hamilton	Date posted:	November 15 2021
Address:	Hamilton	Posting Expires:	November 29 2021

APPLICATIONS ACCEPTED BY:

Please click on the link to apply – <https://form.jotform.com/210255925757057>

Fax: (905) 527-1377

Attention: Lisa Schumph , Director of Operations

533 Main St. East, Hamilton ON. L8M 1H9

Please no phone calls.

MISSION, VISION AND VALUES:

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

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

Vision Statement

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

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.

Want to see more about Lawson Ministries?

[Click here to see how we help others....](#)

[...and here to view all our available careers! #DSMoreThanJustaJob.](#)

TERMS AND CONDITIONS:

Service Responsibilities:

- Articulate and enforce program rules and procedures clearly and consistently with all tenants and participants.
- Document and communicate all pertinent, relevant and appropriate tenant, participant and employment concerns to the Program Manager in a timely manner.
- Monitor the activities of the tenants and participants; maintain availability for personal, practical and morale support
- Assist in the delivery of case management services including intake support and other direct services to tenants and participants during shift.
- Ensure that staff completes all documentation in a timely manner, including all files, maintenance of daily documentation, logbooks, incident and statistical reports.
- Provide onsite medication administration training, monitoring and evaluation of staff.
- Provide statistical and evaluative information to management when required.
- May be required to carry out inspection checks of the property and grounds in accordance with policies and procedures
- Required to handle admission, orientation and evaluation of the tenant and participant understanding of rules; ensures ongoing enforcement of policies.

Human Resources (including Volunteers and Students)

- Participate in the hiring, orientating, training, evaluating and disciplining of staff, and/or volunteers and students as applicable.
- During shift, provide support and supervision of staff concerning crisis intervention, anger management as required to ensure the safety of tenants, participants and staff.
- Provide support in recording resident/client, staff grievances as necessary and consult appropriate manager

Health and Safety

- Monitor staff safety practices in compliance with health and safety standards, and prepares, submits and acts on incident reports; provide calming intervention as required ensuring the safety of everyone.
- Responsible to work in compliance with the Ontario Health & Safety Acts and Regulations
- Responsible to work in a manner as required by the employer and use the prescribed safety equipment
- Perform other position related duties as assigned.





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Qualifications:

- Completed an Undergraduate University degree in a related field, i.e. social services
- Minimum of five (5) years of prior related experience, managing people/resources and specifically in working with marginalized clientele
- Working in a non-profit environment is an asset
- Experience working with a diverse population
- Knowledge of and proven ability to link with community resources
- Must have strong organization and planning skills
- Strong computer skills including a working knowledge of Microsoft Office
- Ability to lead, coach and motivate
- Ability to deal effectively with all managers and staff and create a working climate that is positive and mutually supportive
- Strong oral and written communication skills
- Self-motivated and disciplined
- Strong supervision and leadership skills
- Effective intervention skills
- Non-Violent Crisis Intervention Certification and CPR/First Aid Certification
- Effective interpersonal skills; ability to manage multiple tasks and meet deadlines; ability to develop and maintain a team environment
- Strong computer software skills: WORD, EXCEL, POWERPOINT
- Ability to demonstrate a supportive, respectful and non-judgmental approach to clients/residents
- A valid Ontario Class "G" Driver's License, own vehicle and insurance and a current driver's abstract that is satisfactory to The Salvation Army, in its sole discretion, is required.
- A current, original copy of a Background Check with vulnerable sector screening that is satisfactory to The Salvation Army, in its sole discretion, is required. The screening is secured either through the national Canadian Police Information Centre (CPIC) or through a local police detachment.
- Screening through The Salvation Army Abuse Registry.
- Support for and an understanding of mission and purpose of The Salvation Army in Canada.
- NOTE: Alternative combinations of education and experience may be considered

Conditions of Employment:

- Work schedule includes days, evenings, overnight, weekend shifts.
- Due to operational requirements of a 24/7 facility, flexibility in scheduling is required.
- On-call, rotational schedule
- Travel is required

This position is considered a management position for the purposes of the Employment Standards Act of Ontario and as such is not covered by various ESA rules, including but not limited to those related to hours of work, daily and weekly rest periods, and overtime compensation. Salary is based on average minimum weekly hours of **40** per week and hours worked are compensated through the annual salary amount.

In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for all employees in Canada. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial/territorial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.

The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.

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

You must advise your managing supervisor of your intentions prior to submitting your application.