



## Employment Opportunity - Ontario Division

<b>Job Title:</b>	Summer Student Vocational Job Coach	<b>Competition #:</b>	
<b>Department:</b>	ONG	<b>Status/Position Type:</b>	Temp
<b>Compensation:</b>	\$15 per hour	<b>Unionized:</b>	No
<b>Ministry Unit:</b>	Hamilton Lawson Ministries	<b>Date posted:</b>	April 25, 2022
<b>Address:</b>	Caledonia Thrift Store	<b>Posting Expires:</b>	May 9 2022

### APPLICATIONS ACCEPTED BY:

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

Fax: (905) 527-1377

Attention: Katie Castellan , Program Manager

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.

### TERMS AND CONDITIONS:

#### POSITION PURPOSE SUMMARY:

Are you a student passionate to making difference in your community, seeking a meaningful summer position with an organization where your contribution is respected and valued to elevate your skills and your resume?

Here at The Salvation Army Lawson Ministry we have this position for you.

The Summer Student Vocational Job Coach promotes an environment that is supportive and nurturing to program clients/participants who work in the Caledonia Thrift Store and require assistance. The incumbent demonstrates a clear understanding of all Thrift Store Clerk job duties and assists in the training of clients/participants. The Summer Student Vocational Job Coach works alongside clients to ensure job duties are completed effectively, whilst promoting independence.

**Build your career with us and work where your work makes a difference every single day!**

#### ACCOUNTABILITIES:

##### 1. Client Care:

- Assist in promoting an environment that is both supportive and nurturing to clients/program participants.
- Assist the Day Program Counsellor/Residential Counsellor with supporting the client/participant during their duties at the Thrift Store i.e. processing donations, sorting, pricing etc.
- Assist the Day Program Counsellor/Residential Counsellor in supporting the efforts made to meet clients/participants spiritual needs by way of a demonstrated interest and participation in programming activities.
- Assist clients/participants with disabilities to learn and accurately carry out Thrift Store Clerk job duties.
- Assist in providing one-on-one training tailored to the needs of the client/participant.
- Promote a friendly and courteous environment and service to customers.
- May implement store layout plans and window displays that are attractive to customers.
- Maintain information in confidence as required.
- Complete all required record-keeping and documentation tasks as assigned.

##### 2. Health and Safety:

- Ensure the general upkeep, cleanliness and maintenance of the store, storage area, washrooms, staff lunchroom and main office areas
- Contribute to the safety of all staff and customers by clearing of fire exits and ensuring that there are no obstacles left inside or outside the store.





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- Work in compliance with OH&S Act and Regulations and abide by The Salvation Army's health and safety policies and procedures. Reporting any issues or concerns to your Health & Safety representative or the Joint Health & Safety Committee.

### 3. Financial:

- Process donations received, unloading, lifting, sorting and pricing items as per store policy.
- Replenish inventory levels based on the direction of the store manager.
- May be responsible for opening and closing of the store while on shift and associated shift duties.
- Effective and efficient management and the accurate completion of all customer transactions including the handling of cash, VISA, debit, etc.; the proper and accurate recording of all daily sales.
- Contribute to meeting store sales budgets by maintaining customer standards.

### Organizational Responsibilities:

- Develop an understanding of the Mission of The Salvation Army in Canada and its implications as related to position responsibilities
- Maintain information in confidence as required.
- Assist participants to achieve greater independence and strive towards the highest quality of living possible.
- Participate as an active and responsible team member in all work groups through which position responsibilities are achieved.
- Represent the organization in a professional manner.
- Work in compliance with OH&S Act and Regulations and abide by The Salvation Army's health and safety policies and procedures. Reporting any issues or concerns to your Health & Safety representative or the Joint Health & Safety Committee.
- Endeavour to develop strong therapeutic relationships with residents and their families.
- Develop an understanding of the psychological and social dynamics of working with developmentally and behaviourally challenged individuals.
- Demonstrate understanding of agency policy, procedures and philosophy.
- Participate in supervision and performance appraisal process.
- Responsible to maintain professional integrity and honesty in the workplace and to report any observed infractions of the policy manual to either the Shift Supervisor, Program Manager or the Executive Director.

This Position Description will be reviewed by the employee and supervisor on a regular basis. Amendments can be made at any time at the discretion of the employer.

### MANAGERIAL/TECHNICAL RESPONSIBILITY:

- Reports directly to: Thrift Store Manager
- Direct reports for this position: None

### FINANCIAL AND MATERIALS MANAGEMENT:

- Authorized to disburse or collect small amounts of cash.
- Uses or maintains organization assets (e.g., equipment, and computers) in accordance with established guidelines.

### WORKING CONDITIONS:

- May encounter disgruntled customers.
- Ability to lift/move on a regular basis up to 25 pounds.
- Ability to physically stand and/or walk for long periods of time.
- Some travel (10% to 24% of the time), including both in and out-of-town.

### EDUCATION, QUALIFICATIONS AND CERTIFICATIONS:

- Completion of one (1) year post-secondary education in the Human Services Field or equivalent.
- Current First Aid & CPR training is required.
- This position is funded through the Canada Summer Jobs Program and the following represents the applicant criteria:
  - Is between 15 and 30 years of age (inclusive) at the start of the employment.
  - Is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*\*: and,
  - Is legally entitled to work according to the relevant provincial / territorial legislation and regulations.
  - \*International students are not eligible. Recent immigrants are eligible if they are a Canadian Citizen or a permanent resident.





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### EXPERIENCE AND KNOWLEDGE:

- A minimum of (3) three months of experience working with adults with developmental disabilities and vulnerable populations and cashier/retail experience.

### SKILLS AND CAPABILITIES:

- Strong sense of integrity and confidentiality with professional ethics and a balanced sense of fairness and flexibility.
- Experience working with individuals with special needs is an asset.
- Life experience is needed to teach and inspire by example.
- Computer experience including MS Office.
- Represent the organization in a professional manner.
- Ability to undergo applicable screening and background checks successfully that are satisfactory to The Salvation Army, in its sole discretion (i.e., The Salvation Army Abuse Registry) and provide an original copy of a Background Check with vulnerable sector screening.
- Ability and willingness to develop an understanding and support for the mission and purpose of The Salvation Army in Canada and its implications as related to position responsibilities.

**This position is funded in part through the Canada Summer Jobs Program and the following represents the applicant criteria:**

- All youth aged 15 to 30 years may be eligible participants;
- be a Canadian citizen, permanent resident, or person whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

*In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for all new employees within the Province of Ontario, Social Services sector. 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 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.*

