

# Employment Opportunity

## The Salvation Army Alberta & Northern Territories Division

<b>Job Title:</b>	Bailey House Caseworker	<b>Competition #:</b>	
<b>Facility:</b>	The Salvation Army Resource center Yellowknife	<b>Position Type:</b>	Part Time
<b>Salary Range:</b>	\$24.43- \$26.64 /hour	<b>Date posted:</b>	June 18, 2021
<b>Location:</b>	Yellowknife NWT	<b>Posting Expires:</b>	June 30,2021

### Applications Accepted By:

**E-mail:** Navneet.sekhon@salvationarmy.ca

**Attention:** Employee Relations Department  
**Please no phone calls.**

### Mission and Values

The Salvation Army is an international Christian Church. Its message is based on the Bible; its ministry is motivated by love of 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.

There are four **core values** that guide all aspects of the Salvation Army in the Canada and Bermuda Territory.

- 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.

#### Purpose:

The Caseworker is responsible for providing case management, security, referrals, and to develop and deliver Life Skills Programs as set out by the Bailey House Supervisor.

#### Key Responsibilities

#### Program Operations:

- Complete intake and admissions forms.
- Facilitates client admissions in a courteous, non-judgemental and expeditious manner
- Develop Resident Personal Development Plan/Resident Action Plan
- Support residents in living independently and maintaining their living unit
- Case management (Case notes)
- Utilize resident data base, document as outlined by policy
- Program development and delivery
- Providing consistent routine care according to policy and procedure manual and promptly identifying potential problems and inconsistencies to the Coordinator
- Plans, prioritises and helps co-ordinate the client care delivery at the commencement of each shift
- Assist in community placement of residents to accomplish their PDP/RAP
- Referrals and Advocacy on behalf of residents
- Facilitate outside agencies delivering in house programming
- Ensuring Resident Personal Development plans are followed and modified when needed

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- Facilitate resident house meetings/programs

### **Health, Safety & Security:**

- Understands and adheres to legal requirements
- Assuring security of facility through locking appropriate doors and monitoring clients coming and going. This includes monitoring security cameras
- Maintains current understanding of SA Bailey House policies and procedures
- Understands and is able to implement emergency procedures related to the facility and/or the clients i.e. CPR, fire evacuations, etc.
- Completes unusual occurrence and incident documentation as required.
- Performs resident, guest, hall and stairwell checks for security and maintenance of building
- Performs unit searches at the direction of the Program Supervisor

### **Program Administration:**

- Maintaining accurate client records
- Relays pertinent information related to client concerns, staff performance issues, operational issues, community issues, etc. promptly to appropriate personnel
- Maintains healthy working relationships with other NWT Resource Centre staff, allied professionals and other referral parties
- Attending all scheduled staff meetings and case conferences
- Provides assistance to other units within the NWT Resource Centre as required where skills permit and where operationally feasible.
- Performs routine phone duties to expedite client admissions and general reception in accordance with Bailey House protocols, practices, and procedures.

### **Education, Qualifications and Certifications:**

- Post-Secondary Diploma or Degree with focus on social work or counselling
- One to three years' experience in social services field
- Other post-secondary education will be considered
- Addictions Certification is an asset
- Ability to work within a team environment
- Computer literacy
- First Aid
- Verbal Judo and/or NVCI
- Suicide Intervention
- Mental Health First Aid
- Clear Criminal Record Check

### **Skills and Capabilities:**

- Ability to work within the mandate of and embrace the mission of The Salvation Army
- The ability to respond appropriately, decisively, and effectively in crisis situations and in a stressful environment.
- Effective interpersonal communication and interactive skills with individuals experiencing chronic mental health issues, effects of intoxication, and other behavioural issues.
- Effective assessment, observation, and recording skills.
- Ability to work within a teamwork structure though will be required to work alone.
- Effective interviewing and group facilitation skills.
- Understanding and skilled in working with: Aboriginal and Inuit Cultures: Addictions: Mental Health, Correctional Services and other social issues

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- Personable and friendly with high needs clients
- Conflict Resolution and de-escalation techniques
- Effective time management and organizational skills
- Effective communication in English both written and oral
- Ability to write comprehensive case notes
- Knowledge of community supports
- Vision for integration between social and spiritual ministries of The Salvation Army
- Computers skills are essential – MS Office and ability to learn other software applications

*The successful incumbent will be required to complete/provide:*

- Valid Vulnerable Sector Screening
- Valid First Aid certificate
- WHMIS
- The Salvation Army on-line certification for abuse prevention
- Clear internal abuse registry check

Participate in mandatory yearly training

*Criminal Record Check is a requirement of employment and is the financial responsibility of the candidate.*

**Hours of work: Monday and Friday 3pm – 11pm**

*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.*

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

*Internal Applicants, please advise Department Heads of your intentions prior to submitting your application.*