

Just a Warm Sleep Intake Worker

Part-Time Temporary

Term Position October to April

Anticipated start date: October 1, 2023



Salary: \$22.40 per hour plus \$1.00 evening premium

Shift: Typically 6:30 to 10:30 p.m. Saturday, Sunday, Monday with flex time as needed

Reports to: Just a Warm Sleep Operations Supervisor

About 1JustCity

1JustCity operates drop-in sites in three vulnerable Winnipeg neighborhoods: the West End, West Broadway, and Osborne Village. In the winter months, we also operate an Emergency Overnight Warming Shelter called Just a Warm Sleep.

We provide services to over 1200 unique individuals weekly and work with people living in poverty; experiencing homelessness or precarious housing, mental health issues and/or addiction, social isolation, oppression due to race or gender identity, and more.

Learn more: 1justcity.ca.

Job Purpose

The Just a Warm Sleep (JAWS) Intake Worker is the main point of contact for guests accessing the shelter. This position is responsible for the information gathering, bed tracking and welcoming of guests. This position works alongside the Community Safety Hosts and shelter volunteers to ensure that guests have a safe and positive experience.

Duties and Responsibilities

- Assist with all duties related to setting up the JAWS shelter including, preparing bagged meals, arranging sleeping mats, cleaning, stocking supplies and more.
- Welcome guests and give orientation of the shelter procedures.
- Obtain personal and demographic information from guests, and enter them into the Homeless Individuals and Families Information System (HIFIS).
- Monitor available shelter beds for JAWS and other shelters in HIFIS.
- Locate and facilitate transportation to alternate emergency shelters, safe spaces and health care centers.
- Identify and assist guests to access relevant resources for health, sexual health, addiction, housing, income assistance and other community resources.
- Provide basic need and harm reduction supplies.
- Refer guests to other 1JustCity programs such as the Indigenous Cultural Program and the Housing Program.
- Provide support to Community Safety Hosts with crisis intervention, first aid, and other emergent situations, and complete incident reports.
- Document in the JAWS Daily Communication tool.
- Other duties as assigned by the JAWS Operations Supervisor or Shelter/Housing Lead.
- Manitoba Personal Health Information Act training certification, or willingness to obtain.

Essential Skills and Experience

- Have a keen awareness of internal and external resources, such as government systems and mechanisms experienced for participants.
- Demonstrated understanding of working with marginalized communities, including the ability to use an anti-oppression lens and awareness of the social determinants of health.
- Strong understanding of empowerment, harm reduction and trauma informed care philosophies.
- Cultural competency skills, knowledge, experience, and awareness.
- Professional and responsible with sensitive and confidential issues, creative problem solving and strong advocacy skills.
- Responsible, organized, and detail oriented with the ability to multitask and prioritize in a fast-paced environment with minimal supervision.
- Excellent interpersonal, conflict resolution, communication and written skills.

Qualifications and Abilities

- Knowledge of Winnipeg resources for individuals experiencing poverty, homelessness, mental health challenges, drug and alcohol dependency, and/or gender-based violence are considered an asset.
- Strong communication and interpersonal skills and ability to build relationships with individuals from diverse backgrounds.
- Ability to work independently, as part of a team and take direction.
- Ability to work flexibly in a high stress environment, adapting to the needs of the guests.
- Ability to work from a non-judgmental perspective and seeks to understand other perspectives, needs, values, and opinions.
- Possess computer skills including a proficiency with Google Docs, Sheets, and Gmail.
- Demonstrates analytical and problem solving skills.
- Ability to practice personal and professional boundaries.
- Experience using HIFIS or willingness to learn.
- Qualified Indigenous applicants with specified education and/or life experience will be prioritized.

Requirements

- Minimum of 1 to 3 years of experience working in a similar role.
- Criminal Record Check, Child Abuse check and Adult Abuse check.
- Basic First Aid with CPR - C and AED.
- Naloxone training.

Working Conditions

- This position is part-time, 3 days per week during the evening shift.
- Fast paced environment with occasional high pressure or emergency situations.
- Possibility to encounter conflict, violence, illegal substances, sharps, human matter, and mental health crisis.
- Work is performed primarily in a shelter main space with use of laptop, printer, and hard copy documents.
- Some physical work, including lifting, bending, climbing stairs, carrying up to 35 pounds is likely.

1JustCity is an equal opportunity employer and we encourage individuals of minority, who are comfortable, to self-identify. Preference will be given to Indigenous candidates

Please submit a resume and cover letter to the attention of the Hiring Committee with the title of the position in the subject line. The cover letter should indicate how your experience meets the job requirements. Please include contact information (phone number and/or email address) in your application.

Please apply on ca.indeed.com or by email: jobpostings@1justcity.ca

We thank everyone for their interest, however only candidates selected for an interview will be contacted.