

## WEEKEND OVERNIGHT WORKER



**CHRISTIE REFUGEE WELCOME CENTRE** is a Christian organization serving and advocating for refugee families by providing safe, temporary housing, initial settlement services, and follow-up support.

We are a charitable organization that operates a City of Toronto emergency shelter for refugee claimant families, with support from the City, Province of Ontario, community groups, churches, foundations, and individuals. We provide basic orientation to life in Canada, assist with the preparation of documents to make a refugee claim, make medical and legal referrals, and provide a community of support. At full capacity, our Emergency Shelter has 30 rooms with 76 beds to accommodate refugee families. Each family has a separate bedroom and shared bathroom facilities. There is a communal kitchen and dining area which provides all meals and snacks for residents.

We require a part-time **Weekend Overnight Worker** to work independently from 11:00 p.m. to 7:00 a.m. on Saturdays, Sunday and holidays, as well as covering vacation and seasonal variances. A collaborative member of the Relief Team, the incumbent must be reliable, detail-oriented, flexible and organized. This key role provides important custodial and security duties during the overnight shift, as well as responding to emergency situations, to ensure the shelter operates safely and efficiently. The incumbent will also provide compassionate support and respond to the needs of residents in a timely manner.

### **RESPONSIBILITIES OF THE POSITION INCLUDE:**

- Perform nightly cleaning tasks in designated offices, program rooms and common areas of the Centre (i.e. sweeping, vacuuming, emptying garbage bins, disinfecting areas, restocking supplies, etc.).
- Perform nightly security checks (3 times per shift) on all exterior doors of the shelter and surrounding areas (i.e. rear parking lot, building alleyways, etc.) to ensure resident apartments and offices are secure.
- Conduct admissions of new residents who arrive to the shelter during the overnight shift as per Christie Refugee Welcome Centre's Intake Policy and Admission Policy.
- Assist families and individuals who arrive at the Centre with appropriate information on how to find emergency shelter, and provide referrals to Central Intake and other organizations that can provide further assistance with securing emergency shelter when space is not available at the shelter.
- Complete planned and/or unplanned discharges for residents who move-out as per Christie Refugee Welcome Centre's Discharge Policy.
- Respond to inquiries and requests of shelter residents by providing information, services and support if suitable, or by directing the resident to speak with appropriate staff if the request cannot be accommodated during the overnight shift.
- Provide food to shelter residents during specified holidays when meal service is offered during the overnight shift (i.e. Ramadan).
- Assist Lead Cook in preparing for breakfast meal service by completing designated tasks in kitchen and dining room,
- Report to the Kitchen and Weekend Supervisor any client-related matters requiring case management services and/or follow-up.
- Amenable to handling a range of miscellaneous tasks and projects as directed by Shelter Manager or Kitchen and Weekend Supervisor (e.g., shoveling walkways when needed, washing emergency linens and mattress covers, etc.) to assist the organization with programming initiatives and daily operations.

### **QUALIFICATIONS:**

The successful candidate should ideally have experience working in a cross-cultural environment within an anti-oppression framework, handle confidential information and be able to manage conflict situations with skill and diplomacy. Ability to work with vulnerable client populations' using sensitivity and respect. Strong availability during weekends, overnights and holidays. Experience

working in a shelter, community kitchen or food industry is an asset. Valid Food Handler's certification and First Aid certification and a second language is an asset. In accordance with the Centre's Child Protection Policy, a satisfactory Police Reference check is required as a condition of employment and CPR/First Aid training is required within the first six months of employment.

The Centre offers a collegial work environment and is centrally located at Bloor and Christie Streets in Toronto.

The Christie Refugee Welcome Centre is a place of welcome, safety and support for refugees.

**Our Core Values**

- We are Christian
- We respond to refugees with dignity and respect
- We are resilient and responsive to the changing needs of refugees
- We are committed to children and families
- We partner with others to serve refugees more effectively
- We are advocates for refugees.

Interested and qualified candidates are invited to forward a resume, letter of interest and references to: [employment@christiestreetrc.com](mailto:employment@christiestreetrc.com)

All applications are appreciated, however, only those candidates selected for an interview will be contacted.

**Closing date:** July 24<sup>th</sup>, 2023.