



CASUAL EMPLOYMENT OPPORTUNITY
INTAKE WORKERS-OMINGMAK MEN'S CENTRE

The Municipality of Cambridge Bay is looking for casual workers for the Men's Shelter. As a casual Intake Worker, you will be responsible for client admission in the Omingmak Men's Shelter (Men's Homeless Shelter) when the Coordinator is off duty. As an Intake Worker, you will assist in coordinating the on-call staff as needed to cover shifts; Ensure the Centre is always a place for protection and confidentiality; Be available at all times while on call; Carry and answer the on-call cell phone; Complete shelter admission forms, assessment/intake and client evaluation forms; Provide safe support for residents who require intake counseling at time of intake; Visit or call the shelter a minimum of three times a day; Act as an advocate for the residents with agencies; Ensure residents are aware of responsibilities; and Notify the RCMP or Family Services when necessary.

We are looking for individuals who have Grade 10, preferred training in Family Violence Attendant Program, Counseling training; Support Worker training and/or Shelter training. Immunizations must be up to date. We are also looking for the following knowledge, skill and abilities:

Knowledge:

- Knowledge and sensitivity around the issue of homelessness in Nunavut
- Inuit culture

Ability:

- To perform tasks according to established policies and procedures without supervision
- To work with staff and the general public with tact, diplomacy, fairness and without prejudice
- To keep client confidentiality
- To take all required training such as Support Worker Training

Skills:

- Basic counselling skills or shelter support worker skills training
- To work effectively under pressure
- Excellent verbal and written communication skills, leadership, problem solving and analytical skills

The salary for this position is \$26.11 per hour plus 4% holiday pay.

This position requires the successful candidate to go through a Criminal Records Check and Vulnerable Sector Check.

Staff housing is not available.

Please submit your resume and cover to:

Alice Lafrance
Manager, Human Resources/Benefits
Municipality of Cambridge Bay
PO Box 16
Cambridge Bay, NU
X0B 0C0
Phone: 867-983-4657
Fax: 867-983-2193
Email: alafrance@cambridgebay.ca

- Priority will be given to current Municipality of Cambridge Bay employees
- Only candidates selected for an interview will be contacted
- Job descriptions may be obtained by email, fax or in person
- Employment requires an acceptable criminal records check. Possession of a criminal record will not disqualify candidates from consideration.