



**JOB POSTING – Internal/External**

**POSITION(S): Client Care Worker (2 Positions)**  
**Permanent Part Time – Weekends**  
**24 hours/week**

**LOCATION:** Men's Shelter

---

**Na-Me-Res** (Native Men's Residence), located in Toronto, is a diverse, multi-service organization. It offers a 71-bed men's shelter, a transitional housing program, and delivers a distinct package of outreach services to people who are homeless.

**MAIN FUNCTION:**

As a Client Care Worker (CCW) you will work in partnership with other members of the Client Care Team support the delivery of assisting and supporting clients to develop a plan which will address their physical, mental, emotional and spiritual needs.

**DUTIES AND RESPONSIBILITIES:**

- Assists in Care Plan delivery
- Ensuring safety and well- being of clients
- Assisting clients address any immediate needs, e.g. hygiene, medical, emotional, etc
- Coordinate ongoing client housekeeping activities
- When required assist in crisis management and de-escalation of conflicts abiding by protocols and reporting requirements
- Assist with maintenance duties as required
- Completes necessary documentation in an accurate and timely manner
- Any other duties that may be required

**SKILLS REQUIRED:**

- Ability to work under pressure
- Good written, oral and communication skills
- An understanding of the circumstances & issues affecting client group
- Knowledge of Native traditions and culture
- Ability to use Microsoft Office software and experience working with a database system
- Ability to work in a team environment
- *The successful candidate to provide a Police reference check as a condition of employment*
- Sound knowledge of community agencies and resources
- Experience of working in the non-profit/charitable sector

**Na-Me-Res** encourages Aboriginal applications (First Nation, Métis, Inuit and those who self-identify). We thank all applicants however only those selected for an interview will be contacted. If you are invited to an interview and require accommodation, we will make every effort to accommodate you.

**Wage: 20.08 / Hour**

**Hand delivered applications will not be accepted / no phone calls please**

**CLOSING DATE: MARCH 22, 2018 AT 12NOON**

**A resume and cover letter can be mailed, handed in to, faxed or emailed to:**

Human Resources

26 Vaughan Road, Toronto, ON M6G 2C4

**Fax #:**(416) 656-3180 / **Email:** jobs@nameres.org