



## **Drop-in Relief Worker Job Posting**

**Title:** Drop In Worker  
**Report to:** Adult Drop-in Coordinator  
**Status:** (Relief Worker) 16-25 hours per week

**Position summary:** The Jane's Drop-In Relief Worker is responsible for ensuring the smooth and effective daily operations of the Jane's Drop-In Program. On the weekends the Drop-In worker is responsible for the implementation of all programs, services and workshops.

### **Responsibilities**

- **Implement program activities and workshops as scheduled.**
- **Assist the kitchen staff in the preparation and distribution of the meal program.**
- **Provide support and assistance to clients as needed.**
- **Encourage clients to participate in program activities and workshops.**
- **Man and record program statistics.**
- **Provide referral services to clients seeking specific needs.**
- **Assist in the development of monthly reports.**
- **Maintain a clean Drop-in before and after closing i.e. wiping of tables, chairs up, and open. and/or close the blinds**
- **Participate in staff debriefing meetings.**
- **Ensure clients confidentiality is maintained**
- **Advocate on behalf of clients.**
- **Available to attend mandatory training and off site meetings when required.**
- **Any other duties as required for the smooth operations of the Jane's Drop-In Program.**

### **Qualifications**

- **College diploma in community services or equivalent experience**
- **Basic First Aid certificate**
- **City of Toronto Public Health Food Handlers Certificate**
- **Ability to communicate in English is required**
- **Excellent communication skills**
- **Must be able to work with individuals with dealing with mental health and drug abuse issues**
- **Proficiency in the use of computer programs for :**
- **Microsoft office suite ( Word, Outlook, Excel)**
- **Database Management**
- **Internet**
- **Able to function within a high volume working environment**
- **Excellent interpersonal skills**
- **Cultural awareness and sensitivity**
- **Punctual and reliability**
- **Flexible in their working hours and responsibilities**
- **Able to work and respect others within a culturally diverse environment**

**No phone calls please. Only candidates requested for an interview will be contacted**

**Please mail, email or fax your resume and cover letter by Friday April 5, 2024**

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