



WISH
Drop-In Centre Society

Job Posting

DROP-IN PROGRAM ASSISTANT (Relief and Permanent, Multiple Shifts)

ABOUT WISH:

For more than thirty years, WISH has provided a safe place of respite for women involved in street-based sex work. The women who access WISH services and programs are some of the most marginalized in Vancouver; experiencing extreme poverty, homelessness, social exclusion, violence, racism, discrimination and the relentless effects of current and past trauma.

The mission of WISH is to improve the health, safety and well-being of women who are involved in Vancouver's street-based sex trade. Through a variety of responsive programs and services, women can meet basic needs (hot meals, showers, clothing, nursing care, and personal items), receive individualized wrap-around support and services, referrals and resource information, and find a non-judgmental community to participate in programs that engage their spirits, hearts and minds.

The Drop-in Centre is a women-only space.

JOB SUMMARY:

WISH Drop-in currently has immediate vacancies for Program Assistants with a variety of schedules, a range in number of work hours, and the option of relief or permanent work status.

WISH Drop-in is open from 6pm to 12pm 7 days/week, 365 days per year. Program Assistants work early morning, evening or overnight shifts. Permanent Program Assistants will work a set schedule every week with a guaranteed amount of hours and specific workdays. Relief Program Assistants shall submit availability for each month and must be available for last minute shifts under 48 hours' notice within

submitted availability, including for evenings, weekends, overnights and statutory holidays.

A six-month commitment of employment is required.

DUTIES:

- Maintaining the Code of Conduct and representing the guiding principles of WISH.
- Working as a team player with shift mates to make collective decisions, for the benefit and safety of participants, coworkers, and volunteers in the space.
- Ensuring equal access to Drop-in services and resources to all participants in a non-judgmental, non-preferential way.
- Assisting with meal preparation, serving, and kitchen clean-up.
- Performing necessary domestic duties (i.e. dishes, laundry, cleaning, sweeping, and mopping etc) to the extent that it is required at open, close, and throughout all shifts.
- Opening and closing the Drop-in Centre as required.
- Working one-on-one with participants to determine their needs in the community and provide referrals to target services and programs.
- Working closely with community partners that provide auxiliary services in the Drop-in Centre (i.e. nurses, outreach workers, housing workers etc).
- Assisting in the training and mentoring of new staff, volunteers, and centre participants.
- Receiving items donated to the centre and interacting positively with community members making donations.
- Performing basic first aid duties as required and responding to critical incidents in a calm, clearheaded way.
- Providing appropriate advocacy and support to the women of WISH.
- Maintaining positive and constructive working relationships with coworkers through teamwork, collaboration, and debriefing.
- Actively participating in monthly staff meetings and communicating with Drop-in leadership in a constructive way.
- Other duties as required.

QUALIFICATIONS:

- Maintain a commitment to providing a healthy and safe space for self-identified women (trans* inclusive) in the street based sex industry.
- Possess an understanding of the needs and challenges of women involved in street level sex work.
- Experience working in the Downtown Eastside of Vancouver or similar community.
- Experience working with Aboriginal peoples and knowledge of the legacy of colonization and the Residential School system.

- Possess a demonstrated ability to support vulnerable women compassionately and non-judgmentally while maintaining strong personal boundaries.
- Completion of a certificate or diploma in social service work, mental health, or counseling is an asset.
- Familiarity with resources useful for women working in survival sex work is an asset.
- Maintain healthy workplace boundaries and a self-care regime in order to be ready to work.
- Possess strong collaboration and active communication skills (written and verbal).
- Ability to work as part of a team and without direct supervision.
- Experience in sex work and the sex industry is an asset.
- Self-funded certification in Foodsafe and Emergency First Aid Level 1 is required prior to the end of the three-month probationary term.
- Current Emergency First Aid Level 1 and Non-Violent Crisis Intervention certifications are assets.

COMPENSATION & WORK ENVIRONMENT:

- Excellent benefits package including employee insurance (medical, dental, life, accident and long term disability, MSP) following a three-month waiting period from time of hire. Rate of pay starts at \$17/hour.
- We offer a fast-paced, team-based culture in a location that is close to transit.
- WISH is a dynamic organization where opportunities for upward mobility are often presented.

APPLICATION DETAILS:

Please submit a resume and cover letter to **WISH Hiring Committee** to dicoord@wishdropincentre.org. Indicate "Application for PROGRAM ASSISTANT" in the subject line.

All qualified individuals, in particular Aboriginal women and women from diverse backgrounds, are strongly encouraged to apply.

Only those selected for an interview will be contacted.

Applications will be accepted on a rolling basis.