



WISH Drop-In Centre Society **Job Posting**

Drop-In Program Assistant (Multiple Shifts Available)

1. Relief (overnights, weekends, holidays)
2. Thursday to Sunday: 4am-12noon (Permanent)
3. Sunday to Tuesday: 4am-12noon (Permanent)
4. Tuesday to Friday: 8pm-4am (Permanent)
5. Relief Cook 1-9pm ***

JOB SUMMARY:

The WISH Drop-In Centre is a drop-in for self-identified women engaged in street-based sex workers, located in the Downtown Eastside of Vancouver. It is open 365 nights of the year, providing hot meals, showers, clothing, referrals and resource information from 6 pm overnight until 12 pm.

The primary responsibility of Program Assistants is the safe and responsive operation of the WISH Drop-In Centre, ensuring the safety of the women accessing the services as well as that of the staff and volunteers.

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

The successful applicant will be on the relief list for shifts at the Drop-In Centre. The majority of shifts offered to new staff are on short notice (under 48 hours), weekends and holidays, especially overnights and early mornings.

It is a mandatory job requirement to be available for overnight and early morning shifts, including statutory holidays. Relief staffers who do not maintain sufficient availability will have their employment ended.

JOB DUTIES:

- Making decisions, collectively, with shift partners.
- Assisting with meal preparation and delivery.
- Opening and closing the Drop-In Centre as required.
- Maintaining the Code of Conduct and guiding principles of WISH.
- Providing service referrals.
- Working closely with the community partners that come into the Drop-In Centre.
- Participating in the training and mentoring of new staff, program participants and volunteers helping in the Drop-In Centre.
- Performing necessary domestic duties (i.e. dishes, laundry, cleaning, sweeping and mopping) pertaining to the Drop-In Centre.
- Managing donated items and ensuring equal access to Drop-In resources.
- Performing basic first aid duties as required.

- Playing a key role in ensuring the safety of the coworkers, volunteers, participants and space.
- Providing appropriate advocacy and support to the women of WISH.
- Maintains constructive working relationships with coworkers through teamwork and debriefing.
- Actively participating in monthly staff meetings (Wednesday night of cheque issue day).
- Other duties as assigned.
- ***Takes responsibility for meal preparation and delivery while providing guidance to other staff.
- ***Coordinates and carries out menu planning, food purchase, and preparation of meals within ***the allotted budget, with consultation with the Drop-In Coordinator.
- ***Plans and/or prepares meals and snacks in advance for the following day.
- ***Manages incoming donations and works with staff and volunteers to ensure equal access to resources within the Drop-In Centre.

Qualifications:

- Experience in sex work and the sex industry is an asset.
- 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.
- An understanding of the needs and challenges of women involved in street level sex work.
- A demonstrated ability to support vulnerable women while maintaining strong personal boundaries.
- The ability to maintain healthy boundaries and self-care in order to be ready to work.
- Collaboration and active communication skills are mandatory.
- Must work as part of a team and without direct supervision.
- A commitment to providing a healthy and safe space for women (trans* inclusive).
- Familiarity with resources useful for women working in survival sex work is an asset.
- Food Safe Level, First Aid Level 1 and Non-Violent Crisis Intervention trainings are all assets.

Requirements

- Flexibility required for Drop-In schedule and hours. **Must be available for last-minute shifts (under 48 hours' notice), evenings, weekends and overnights.** This is a mandatory job requirement.
- Relief staff must actively respond to available shifts and maintain their schedule without supervision. Once a person is scheduled, their shift becomes their responsibility except in cases of documented illness or serious accident.

We strongly encourage Aboriginal women and women from diverse backgrounds to apply for this position.

Pay Rate: \$17 per hour to start

Please send your cover letter and resume to WISH in the following ways:

By email: disuper@shaw.ca
By mail: 334 Alexander Street, Vancouver, BC V6A 1C3
By fax: 604-669-9479

No phone calls or visits, please.

Applications will be accepted until Monday March 6 at 12 pm noon, 2017, but applicants are strongly encouraged to submit theirs as soon as possible. Interviews will be scheduled as qualified applicants are identified.

We thank everyone for their interest in the position. Only those applicants short- listed for an interview will be contacted.

*** Specific to that position