



# Job Posting

## Astoria Program Assistant

### 8-32 hours per week

WISH Drop-In Centre Society is regularly looking to hire new Program Assistant to work at the new off-site Astoria Washroom Trailer Project at 369 Hawks Street beside the Astoria Hotel. This neighbourhood has identified a lack of washroom and sanitary services in the area and there are multiple groups that remain underserved and disconnected to community services and support. You will work in a team of 3 program assistants on every shift and will facilitate safe and healthy access to washrooms and sanitary services that proactively prioritizes the safety of women and gender diverse folks.

**Women with lived expertise in sex work, Indigenous women, Black women, women of colour, trans women, and members of other equity-seeking groups, are particularly encouraged to apply.**

WISH Drop-in Centre Society is an organization and space for women and people of marginalized genders, including Two-Spirit, trans, and non-binary. For more information about WISH and our programs and services, visit our website: <https://wish-vancouver.net/>

**Grid Level:** Starting wage at \$21.63/hour (classified at grid level 10/CUPE Local 1936)

#### **Job Summary:**

This program will focus **on access to sanitation and washrooms during overnight hours of operation for women and gender-diverse folks.** The intention is to steadily increase access with additional hours for a gender-inclusive sanitation and washrooms facility space that operates during the day. The Program Assistant represents the guiding principles of WISH by ensuring that each participant is treated with acceptance, caring, dignity and respect, in a non-judgemental manner.

- You will provide basic needs services and support to a constant flow of participants who are street-based sex workers and gender-diverse folks to ensure their access to washrooms and sanitary services.
- You will maintain the cleanliness of the facilities during the shift in performing necessary domestic duties (i.e. cleaning, sweeping, and mopping etc.) to the extent that it is required at open, close, and throughout all shifts.
- You will provide immediate crisis intervention (including basic first aid and overdose response) as necessary to support participants in feeling safe and capable in making their own choices.
- You will work one-on-one to assess participants' need for other services and provides them with information on helping organizations and professionals such as community service agencies, etc. and recommend appropriate services to them.

## Hours of work:

You need to **work at least 2 irregularly scheduled shifts a month.**

- Overnight: 10:30pm-6:30am
- Daytime shift could eventually be available.

## For the purpose of scheduling (monthly schedule), you must provide availability for:

- One weekend (both Saturday and Sunday) per month;
- 2 shifts per week; and
- You must specify the maximum number of shifts you are willing to work.

Meaning, you absolutely do not have to work all of those shifts that you put forward for availability, as the minimum is to work 2 shifts per month

**Location:** WISH Drop-In Centre is located at 369 Hawks Street beside the Astoria Hotel in the heart of the Downtown Eastside and close to transit.

## Qualifications:

- Certificate in a related human / social service field (asset).
- Possess an understanding of the needs and challenges of women involved in street level sex work in Vancouver.
- Knowledge and understanding of Indigenous peoples and the legacy of colonization, the Residential school system, the 60's Scoop, and lasting cyclical trauma.
- Knowledge of the Downtown Eastside community and its services as well as issues in Sex Work legislation and policy.
- Knowledge of gender diversity and trans-inclusivity.

## Training and experience:

- 1 year working in front line social services in the Downtown Eastside or similar community.
- Or an equivalent combination of education, training, experience, and lived experience.

## Additional requirements:

- Maintain a commitment to providing a healthy and safe space for women (trans inclusive) in the street-based sex industry.
- Be able to stand for extended periods of time, carry out cleaning duties, and safely carry up to 20lbs when required while transporting supplies and/or donations.
- Possess a demonstrated ability to support vulnerable women compassionately and non-judgmentally while maintaining strong personal boundaries.
- Ability to respond to emergencies and proven experience in crisis de-escalation techniques.
- Excellent benefits package including employee insurance (medical, dental, life, accident and long-term disability, MSP) following the completion of the probation period and regularly working at least 20 hours per week. This position does not require travel or the use of a vehicle.
- WISH is a dynamic organization where opportunities for upward mobility are often presented.

*The physical demands described in job announcements are representative of those that must be met by an employee to successfully perform the essential functions of the job. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job.*

Please submit a cover letter and resume to **the WISH Human Resources Manager at:**

[hr@wishdropincentre.org](mailto:hr@wishdropincentre.org)

This position requires union membership. We thank everyone for their application, but only those who have been shortlisted for an interview will be contacted.