



Job Posting

Shelter Program Assistant

8 - 32 hrs/week

WISH Drop-In Centre Society is regularly looking for new Program Assistant to work in the **WISH's first-ever Shelter program and the first of its kind in Vancouver!** Reporting to the Shelter Supervisor and Manager, the Shelter Program Assistant facilitates the safe and healthy functioning of the **24/7, 24-bed Shelter**. A minimum of two (2) program assistants will be present on every shift.

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: 10 (Starting wage at \$21.63/hour)

Hours of work:

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

- Overnight: 10:00pm-6:00am & 10:30pm-6:30am
- Evening: 2:00pm-10:00pm & 2:30pm-10:30pm
- Day shift: 6:00am-2:00pm & 6:30pm-2:30pm

Duties (overview):

- You will provide basic needs services and support to up to ~20 shelter participants who are street-based sex workers to ensure their access to safe shelter, food, showers, first aid supplies, harm reduction supplies, clothing/toiletries/makeup donations and other WISH programming.
- You will provide emotional support to participants who have experienced a 'bad date' through active listening, debriefing, validating participants' emotions, and assisting with Bad Date Reports.
- You will perform necessary domestic duties (i.e. dishes, laundry, cleaning, sweeping, and mopping etc.) to the extent that it is required throughout all shifts.
- You will actively participate in staff meetings and communicating with Shelter leadership in a constructive way to best support participants and maintain the safety of the space.

Location: 340, Alexander Street on the 2nd floor (next to the Drop-In, entrance via the back lot)

For the purposes of scheduling (monthly schedule), casuals must provide availability for:

- One weekend (both Saturday and Sunday) per month;
- 4 shifts per week (including 2 overnights); 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.

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

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