



# Job Posting

## Drop-In Program Assistant

### Casual & Regular Positions

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

#### **Hours of work:**

Casual staff need to **work at least 2 scheduled shifts a month:**

- 6:00am-1:00pm (morning)
- 11:30am-6:30pm (daytime)
- 5:00pm-12:00am (evening)
- 11:30pm-6:30am (overnight)

**Starting wage** at: \$21.63/hour (classified at grid level 10) + 10.2% in lieu of scheduled vacations and paid holidays

**Location:** Drop-In Centre is located at 334 Alexander Street in the heart of the Downtown Eastside and close to transit.

#### **Job Summary:**

The **Drop-In Centre** is a low barrier space for women who are current or former street-based sex workers, therefore the Program Assistant will work as a team to support the women within a trauma informed, harm reductive, participant centred approach. 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 support to a constant flow of participants to ensure their access to basic needs, services, and supports, including information and referral, food, showers, other WISH programs and supports, first aid supplies, harm reduction supplies, sex work supplies, clothing, toiletries, makeup and donations
- You can assist with meal preparation in the kitchen and perform domestic duties
- You are able to think on your feet in times of stress and make good judgmental call to stay in control of situations
- You are a hard-worker, self-starter and able to work as part of a team
- You will work one-on-one to assess participants' need for other services and recommend appropriate services to them

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

- One weekend (both Saturday and Sunday) per month;
- A minimum of 4 shifts per week (including 2 overnights); and
- You must specify the maximum number of shifts you are willing to work.

**Qualifications:**

- 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.
- Certificate in a related human / social service field (asset).

**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 members of marginalized communities compassionately and non-judgmentally while maintaining strong personal boundaries.
- Ability to respond to emergencies and proven experience in crisis de-escalation techniques.

**Other perks if you are in a regular position of at least 20 hours/week**

- Excellent benefits package entirely paid by WISH including employee insurance (medical, dental, life, accident, and long-term disability) following the completion of the probation period. You accumulate vacation at 6% in the first year and you can accrue sick leave credits to a maximum of 156 days.

*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 reasonable accommodation to apply for or perform the position.*

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

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

**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.**

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