



## ODAWA NATIVE FRIENDSHIP CENTRE

### EMPLOYMENT OPPORTUNITY

**FULL-TIME** Two (2) Shawenjeagamik Outreach Support Workers **Deadline for Applications:** June 9, 2023, or until filled

---

#### JOB SUMMARY

Odawa is seeking two (2) Outreach Support Workers (OSW) to operate within our Shawenjeagamik Drop-in Centre. The OSW works as a mobile team and is responsible for the safe operation of the Bannock Bus Outreach van while providing services to the Indigenous homeless or at risk of homelessness. Ensuring their basic needs are being met while encouraging and assisting them in moving towards the initial steps of securing housing.

Ensure that the van and outreach equipment is sanitized regularly and ensure all COVID-19 safety protocols are adhered to, as well as overall cleanliness.

#### REQUIREMENTS

- Must have previous experience providing transportation in a client setting
- Must have excellent interpersonal skills
- Must possess a valid driver's license, in their province of residence, and provide a Drivers Abstract
- Must be able to meet deadlines in a timely manner
- Must have or willing to complete a Vulnerable Sector scan check
- Candidate may be asked to work flexible hours, including evenings and weekends
- Proficiency in Microsoft Office
- Health check
- First Aid and CPR plus Defibrillator training
- Level C Food Safety Training
- Naloxone Training

#### RESPONSIBILITIES

- Knowledge of homelessness issues
- Safe operation of Bannock Bus Outreach Van
- Provide food, clothing & hygiene supplies to the Indigenous homeless
- Be non-judgmental and respectful at all times
- Provide daily transportation as needed
- Capture and log outreach data
- Enter data into quarterly outreach report
- Schedule all regular maintenance for vehicles
- Inspect vehicles for potential hazards and damage prior to each trip
- Keep vehicle neat and free of personal belongings

- Assist with other duties at 510 Rideau when necessary
- Maintain mileage records and maintain vehicle files
- Use of COVID-19 safety precautions and practices
- Ability to handle high levels of stress
- Intervene as required to de-escalate conflicts and crises by helping to resolve disputes in a calm, solution focused way
- Work as a team member
- Follow all health and safety regulations.

#### **WORK ENVIRONMENT**

- 1) Flexibility and adaptability are necessary in our fast-paced organization.
- 2) Work flexible business hours (7:30 am to 3:30 pm) with some overtime when required.
- 3) Evening and weekend work when necessary.
- 4) Occasional work-related travel within Canada.
- 5) As this position involves working with the public, you must be full vaccinated.
- 6) The Outreach Support Workers will spend most time working on the outreach van, and partial time in a busy, open office environment, and can be occasionally noisy, and will need excellent organizational, time and stress management skills to complete the required tasks.

#### **SALARY**

To be determined based on funding, experience and education.

If you are interested and meet the above criteria and are fully vaccinated, please send your: **1) Cover Letter** and **2) Résumé**, telling us why you think you'd be a great addition to the ONFC to: [emacdonald@odawa.on.ca](mailto:emacdonald@odawa.on.ca) by June 9, 2023.

**Indigenous (First Nations, Inuit or Métis) candidates will be given priority, please self-identify.**

The Odawa Native Friendship Centre is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.