



Giving Hope Today

Employment Opportunity The Salvation Army Community Services (Calgary)

Client Service Worker

Location: Calgary – Killarney

Position Type: Regular Full-time

Competition #: WISH030920

For more than 130 years, The Salvation Army has had the privilege of serving vulnerable people in communities across Canada. Last year, we helped over 1.7 million people. The Salvation Army not only provides the necessities of life such as food, clothing and shelter, but our programs address needs such as addictions, language barriers, loneliness, unemployment and family challenges. Our services continually adapt to meet emerging needs.

At work in more than 400 communities across the country, The Salvation Army has grown to become one of Canada's largest non-governmental providers of social services. An organization that has people at the core of its mission, they have taken unprecedented measures during COVID-19—altered their programs and service delivery—to ensure that those who rely on them for help stay healthy and safe.

Mission and Core Values

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

Our values underpin all that we do:

Hope: We give hope through the power of the gospel of Jesus Christ

Service: We reach out to support others without discrimination

Dignity: We respect and value each other, recognizing everyone's worth

Stewardship: We responsibly manage the resources entrusted to us

Position Summary

Reporting to the Women's Residential Services Manager, the Client Service Workers provide client-centered support to women in a small 12 bed residential setting. We are seeking candidates with a proven customer service approach and solid references to support their compassion toward people. We require people who enjoy serving others and who can maintain their composure when situations escalate.

We are seeking people who have a passion for helping others, despite the pandemic, and that are available to start immediately.

Hours/Schedule

This position is 32 hours per week Friday to Monday from 3:00 PM to 11:30 PM.

Key Responsibilities

Provide entry to, and answer inquiries from, residents and visitors in a pleasant and courteous manner, while ensuring authorized people enter the building

Conduct respectful client intake interviews, ensuring information is accurate, complete and documented, at the same time ensuring that residents receive and understand the expectations of them

Answer phone, respond to inquiries, take messages, and forwards messages to staff and residents

Accurately record pertinent information in the client database, logbooks, communication books and prepare occurrence reports as required

Complete program documentation including meal lists, end of stay notices, rental receipts, contracts, incident reports, and other reports, as required

Store, record, and provide residents their medication and gear, following all policies and procedures

Perform light housekeeping duties to keep the work area tidy, clean and sanitized

Provide supplies and assistance to residents as needed, as well as receive concerns and providing avenues for resolution

Communicate with co-workers during shift change

Coordinate client care relating to their safety and se

Pack up and store resident gear/belongs, as well as dispose of gear left behind

Perform attendant duties in the public laundromat, do laundry, and perform light housekeeping duties in the laundromat

May assist with pandemic public health measure such as screening residents and others entering the building.

Perform other related activities asked of by the manager and/or team leader on duty

Required Competencies

Grade 12 Diploma is required

Proficient in computer use, including Microsoft Office and database(s)

Previous experience in the social services setting is a definite asset

Able to work with a diverse population including those experiencing strong emotions, distress, trauma and fear.

Energetic and able to manage stressful situations calmly, especially when serving a high volume of people needing service

Well-developed interpersonal, conflict resolution and negotiating skills

High morals, ethics and integrity

Emergency First Aid/CPR is an asset

A college diploma in a human services program is an asset

Working for The Salvation Army has many benefits

In addition to being part of a recognized international organization where your work makes a difference, the following are available:

- Vacation days

- Sick days*
- Other Paid Time off allowances
- Group RRSP (no matching required) *
- Health and Dental coverage*
- Life Insurance and Accidental Death & Dismemberment (AD&D) *
- Employee and Family Assistance Program

Employees will be enrolled in these benefits, some of which are mandatory, and you may not opt out. These benefits start once you have completed 3 months of service.

Position will remain posted until the right candidate is found.

Please apply by sending a resume to: hrresumes@salvationarmycalgary.org and in the email subject line please include the Competition # of the position for which you are applying. Or click on https://www.indeedjobs.com/the-salvation-army-93f2e00/hl/en?cpref=JXWAtnzf3XW5aRnY2g_zoikN87qYWwuQGAvpq64qmS4 to apply directly on indeed.

In accordance with The Salvation Army policy and legislated requirements, employment is conditional upon the verification of credentials and completion of a background check that includes a Police Information Check and Child Intervention Check.

The Salvation Army will accommodate candidates as required under applicable Human Rights Legislation. If you require a disability related accommodation during this process, please inform us of your requirements.



Imagine Canada believes that charities and non-profits have a responsibility to be innovative, transparent, accountable, ethical and well-governed.