

Benchmark Title **EMERGENCY SHELTER WORKER - 6**

Grid Level 6 – JJEP Wage Grid

Job Summary Provides intake, monitors and attends to the well-being and safety of residents during the night. Maintains a comfortable and clean living environment.

- Key Duties and Responsibilities**
1. Monitors residents through the night and attends to any medical and behavioural needs that arise during the night.
 2. Notifies supervisor of any major problems or emergencies. Responds to emergencies in accordance with established policies and procedures.
 3. Ensures that residents follow shelter rules.
 4. Ensures that logbooks and other documentation such incident reports are complete.
 5. Performs light housekeeping duties such as vacuuming, dusting, emptying garbage, cleaning and laundry. Performs minor building maintenance such as changing light bulbs. Reports maintenance needs to the supervisor.
 6. Secures the building by arming alarms and locking doors and windows.
 7. Performs other related duties as required.

Qualifications *Education and Knowledge*

Grade 12.

Training and Experience

Six (6) months recent related experience.

Or an equivalent combination of education, training and experience.

**COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN
RATING RATIONALE**

BENCHMARK TITLE: Emergency Shelter Worker

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge – Requires completion of Grade 12	2	38
2	Training and Experience – 6 months recent related experience.	2	50
3	Physical Demands – Often required to kneel, bend or crouch to perform housekeeping, minor maintenance and support shelter client routines.	4	28
4	Concentration – Sometimes listens and responds to inquiries of shelter clients.	3	25
5	Independence – Guided by specific instructions to meet the immediate requests of shelter workers while completing scheduled shelter maintenance and housekeeping tasks	2	29
6	Judgement – Recognises known differences and determines the priority of tasks to respond to medical and behavioural needs in a variety of situations	3	43
7	Leadership/Supervision – Little or no responsibility	1	20
8	Accountability – Errors are quickly discernible when assisting with shelter client needs.	2	29
9	Communication – Provides explanation to staff of major problems or emergencies.	3	43
10	Care of Individuals – Work involves caring for clients medical and behavioural needs.	4	40
11	Environment/Working Conditions – Often exposed to some undesirable working conditions in the form of unpleasant dealings with uncooperative or demanding clients	4	33
Total Points			378
Grid Level			6