



**A SAFE PLACE
FOR A FRESH START**

Job Posting

Position: Overnight Support Counsellor

Position Type: Part time

Location: 1895 Bradley Side Rd, Carp, ON

The Overnight Support Counsellor position is responsible for the safety and support of clients, security of the building and property during the **fully awake shift**. Hours of work are 11:00 pm to 7:00 am.

Core Responsibilities (Non-Exhaustive List):

- Ensure the safety and security of clients, staff and physical residence during overnight shifts.
- Complete the prescribed nightly schedule of responsibilities, including fire safety, security and related documentation.
- Respond to emergency or crisis situations according to procedures.
- Implement aspects of the client's plan of care and therapeutic activities applicable to the shift.
- Support meal preparation, housekeeping, preventive maintenance and clerical duties.
- Complete documentation each shift to agency and ministry standards
- Inform supervisors and document exceptional circumstances associated with clients and/or the building and resources.

Competencies:

- Client service orientation
- Teamwork and cooperation
- Ethical conduct and professionalism
- Attention to detail
- Effective communication skills

Education, Experience, Licenses and Certificates:

- High School Diploma. Post-secondary education in Child & Youth Care or Social Services desired.
- Employment or volunteer experience with young adults.
- Ability to work effectively in an automated office environment, including the use of various software.
- Valid driver's license and use of a vehicle (**our facilities are not serviced by public transportation**)

- First Aid & CPR certified preferred
- Ability to obtain a valid Police Records Check for Service with the Vulnerable Sector

Should the applicant require any accommodations during the application or interview process, please notify Human Resources in advance at hr@davesmithcentre.org as per the Accessibility for Ontarians with Disabilities Act. As an equal opportunity employer DSYTC seeks to recruit, develop and retain the most talented people from a diverse candidate pool. We celebrate diversity and are committed to creating an inclusive environment for all employees.

All interested staff are invited to apply - please email your cover letter and current resume in confidence to: hr@davesmithcentre.org .