



# McLaren Housing

## Society of British Columbia

POSITIVE HOUSING FOR POSITIVE PEOPLE

*Howe Street is committed to providing housing and support services for individuals and families living with HIV/AIDS, and to increase the opportunity for improved health, wellness, independent living and sense of community.*

**Job Title: Building Attendant Full Time -Overnights**

**Location: Howe Street**

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### ***Job Summary***

The Building Attendant reports to the Building Manager for Howe Street and works in accordance with the policies, procedures and philosophy of McLaren Housing Society. Duties and responsibilities include monitoring the general wellbeing of residents, dealing with the daily issues that may arise when residing in the Granville South Area and ensuring the building is a respectful and supportive place in which to reside, visit and work.

### ***Duties and Responsibilities:***

1. Monitor the flow of residents and visitors by supervising the main entrances, ensure visitors sign in/out, check list of barred residents, and be aware of the destination of visitors. Escort from the premises anyone not having business in the building or not in the company of a resident of the building. Liaise with community agencies such as police and report any observations of suspicious activities.
2. Maintain building stability by performing duties such as conducting multiple building checks including doors, back entrance, building fronts, storage and amenity space. Ensure all locks, doors, emergency and outside lighting is functioning properly and cleanliness is maintained. Observe residents and their environments to ensure the safety of people and the premises by performing duties such as reporting unsafe conditions, incidents and/or behaviours, interactions with residents including observing individual behaviour, investigating disturbances, dealing with emergencies in accordance with guidelines and reporting incidents to appropriate staff or authorities. Record observations for communication to the other staff.
3. Assist the Janitor / Maintenance staff to maintain in good repair common areas of the building interior as well as the exterior of the building and grounds by performing duties such as identifying repairs and responding in the interim should repair staff be unavailable.

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Suite 200 – 649 Helmcken Street Vancouver BC V6B 5R1

t: 604-669-4090 f: 604-669-4092 e: admin@mclarenhousing.org w: [mclarenhousing.org](http://mclarenhousing.org)

Charitable Registration 10768 3328 RR0001

4. Communicate with and encourage resident involvement in the building including attendance at scheduled resident meetings.
5. Attend on a regular basis monthly staff meetings, residents meetings and additional program meetings as directed.
6. Encourage and support residents to make healthy choices and practises.
7. Participates as a team member with other staff to ensure a safe and caring environment by performing duties such as responding to emergency issues, information sharing and supporting others respectfully within the parameters of the Personal Information and Privacy Act and related agency policy.
8. Complete and maintain related manual and computerized records and documentation by performing duties such as documenting interactions with residents, maintaining statistical data, completing individual files, and health and accounting forms.
9. Provide support and direction to residents, volunteers and/or community placements assigned to work area by performing duties such as demonstrating tasks, monitoring work, supplementing them when needed to complete functions, maintain work and attendance schedules.
10. Attend regular professional development courses and programs as directed by supervisory staff.
11. Perform other related duties such as assigned from time to time by the Management Team or Executive Director.

***Qualifications:***

***Education, Training and Experience***

- Grade 12 or Equivalent, Level 1 First Aid Training Certificate, plus two (2) years of related experience or an equivalent combination of education, training, and experience.
- Computer literacy and proficiency in Microsoft Word and Excel would be an asset.
- A successfully completed Criminal Record Check, Food Safe\* & WHMIS\*training are minimum requirements. (a willingness to complete these within 2 months is acceptable)
- Familiarity and experience of working in a supportive housing environment in addition to conflict resolution skills and training would be an asset.

Security Level 1 training would be an asset in this position.

***Skills and Abilities***

- i) Demonstrated knowledge and familiarity with related resources including mental health system and related agencies, welfare system, and addiction support services.
- ii) Demonstrated suitability to work with adults at risk of being homeless and an understanding of the needs of the HIV community.
- iii) Demonstrated ability to work independently.

- iv) Demonstrated ability to communicate effectively both written and verbal.
- v) Demonstrated physical/mental ability to perform duties of the job and a willingness to work shifts.
- vi) Demonstrated ability to work with others in a fair, nonjudgmental and respectful environment.
- vii) Demonstrated ability to operate related equipment.
- viii) Demonstrated ability to organize oneself in the workplace and work effectively as a team member.
- ix) Demonstrated ability to understand and maintain client/worker boundaries.

Hourly rate of pay - \$17.00 to \$18.00 an hour.

Interested and suitably qualified applicants are invited to submit a cover letter and resume in Word or PDF format to [jobs@mclarenhousing.org](mailto:jobs@mclarenhousing.org) or by fax to 604-669-4092. Closing date is Friday May 18th, 2018 at 12 noon.

Thank you in advance for your interest but only those shortlisted for an interview will be contacted.

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