



**Community  
Connections**  
REVELSTOKE SOCIETY

## **Job Title: Emergency Shelter Coordinator**

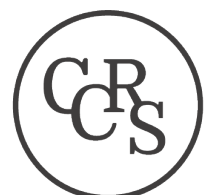
**Reports to: Executive Director or Designate**

### **Program Description:**

The Emergency Shelter Coordinator (ESC) supports individuals in need of emergency shelter services within Revelstoke. The ESC will respond to calls and requests for services from Community Connections and other partners. Ensures food is available to those in the shelter and provides support to the other outreach programs including food programming and Better at Homes.

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

1. Work with the hotel(s), its staff and management to ensure smooth operations and dignity preserving service.
2. Respond to referrals in a timely manner, including completing intake forms and assessments.
3. Ensure shelter policies and procedures are explained, understood and followed.
4. Provides housing supports to shelter clients and community members, working alongside the Community Support Worker to provide these services at Community Drop In.
5. Make appropriate referrals to ensure basic needs.
6. Deal confidently and respectfully with volatile and unpredictable situations being sensitive when mental health and addictions are present.
7. Communicate regularly and effectively with the Team Lead and Executive Director.
8. Maintain client data including case notes, intake numbers of clients on Community Connections database.
9. Perform routine janitorial duties as required.
10. Maintain a safe, healthy and positive environment for staff, patrons, and community members.
11. Provide a weekend report to the Team Lead on all operations concerning the shelter program in a confidential and professional manner.
12. Ensure all communications with others is professional and preserves dignity.





**Community  
Connections**  
REVELSTOKE SOCIETY

**Occupational Competencies:**

1. Knowledge of local resource and ability to work with marginalized people related to poverty and homelessness.
2. Ability to relate to all individuals in a professional, considerate manner.
3. Excellent organizational and communication skills.
4. Effective time and general management skills.
5. Ability to work independently and as part of a dynamic team.
6. Reliable, consistent, and mature.
7. Ability to adhere to health and safety regulations.
8. Able to be on-call and work irregular hours.

**Qualifications and Experience:**

High School Diploma.  
Criminal Record Check.  
Class 5 Drivers License with clean abstract.

**Wage:** In accordance with the Community Connections Wage Grid 3 starting at \$26.68.  
This is a temporary position from October 15, 2024 – March 31, 2025

**Hours:** Full time 30 hours per week.

**Location:** Community Connections Outreach Centre, 416 2nd St West.

**Closing:** Date: Open until filled.

**Start Date:** As soon as possible.

**End Date:** March 31, 2025

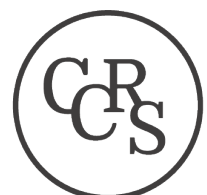
**Applications must include a current resume with a cover letter stating your qualifications and education for the posted position.**

*Apply via email:* Barbara McInerney, Executive Director [bmcinerney@community-connections.ca](mailto:bmcinerney@community-connections.ca)

Please note only shortlisted applicants will be contacted

**Community Connections is a CARF accredited organization**

---





**Community  
Connections**  
REVELSTOKE SOCIETY

**Mission Statement:**

The Mission of Community Connections (Revelstoke) Society is to offer support to individuals and families in our community to thrive by providing and advocating for accessible, responsive social services.

**Values Statements:**

Organizational values are the guiding principles that provide an organization with purpose and direction. We at Community Connections Revelstoke have given careful consideration to our organizational values and embrace the following:

***BELONGING:***

We value belonging by creating an environment where people are seen and heard.

***COLLECTIVISM:***

We work together to support equitable well-being.

***INTEGRITY:***

We demonstrate integrity through relational accountability and commitment.

***CREATIVITY:***

We cultivate creativity through acts of collective courage and imagination that tend to community needs and honor lived experiences.

**Vision Statement**

People belong and are supported by our high quality, responsive, and socially-just services.

**2022-2025 Strategic Goals:**

***SUSTAINABILITY (PROGRAM, STAFFING AND FUNDING)***

Community Connections Revelstoke Society is sustainable due to excellence in program delivery, human resource practices and financial planning and management.

***SERVICE EXCELLENCE***

CCRS is committed to providing excellent services and will not sacrifice quality for quantity.

***INTRA-ORGANIZATIONAL NARRATIVE***

We have an internal ecosystem that creates a culture of belonging, celebrates past successes, growth and embeds the organizational values.

***ORGANIZATIONAL VALUES***

The CCRS will identify and define our values, and they will serve as a filter for all our decisions including work plans, staff evaluations, hiring practices, and Board attraction and retention.

***ADVOCACY***

The CCRS will become more visible in the community by raising our profile and expanding our engagement.

