



Employment Opportunity: Clothing Program Support Staff (Permanent/ Part-time)

Position Summary

A connecting point between the compassionate and Winnipeg's less fortunate, Siloam Mission is a Christian humanitarian Organization that alleviates hardships and provides opportunities for change for those affected by homelessness.

Building a community of hope since 1987, we would like to invite you to join our journey. Siloam Mission is currently seeking a 2 Permanent/ Part-time **Clothing Program Support Staff**. The successful candidate would be responsible in utilizing and working alongside assigned volunteers to maintain a well-stocked, organized, and clean clothing program areas, related to clothing donations and work in the free clothing store providing professional and proactive support to Community Members who access Siloam Missions Clothing services.

Key Duties and Responsibilities:

In general, the duties and responsibilities may include (but are not limited to) the following:

- Provide direct support for community members accessing Siloam Mission's Clothing services (i.e. Siloam Clothing Store, Community Sorting with volunteers, etc..) in a professional manner
- Respond and react to any emergency situations that may occur at the assigned workplace
- Train, coordinate and facilitate volunteers performance of duties in the sorting area or clothing store
- Provide professional compassionate daily feedback and address any behavioral concerns with community members; Prepare and complete incident reports, daily logs and other documents while communicating with Clothing supervisor.
- Maintaining appropriate levels of clothing and personal hygiene items and communicating needs to appropriate departments
- Ensure that clothing donations are organized, appropriate for the season from the basement to stocking of the store to meet the needs of the community
- Engaging in other activities and projects as assigned by the Clothing Program Manager

Qualifications & Experience:

- 1-2 Years of experience working with diverse populations or similar work setting
- Ability to work with the inner city or form relationship with marginal individuals
- Excellent interpersonal skills and the ability to form relationships with marginalized individuals



- Ability to work with the inner city or form relationship with marginal individuals
- Demonstrated knowledge of NVCI, ASIST, First Aid, Mental Health First Aid training (MHFA) would be ideal
- Ability to mitigate and respond to threats to safety and security of staff and clients
- Problem solver and has strong ability to make quick decisions under stressful situations
- Good interpersonal and communication skills
- Capable to carry out detailed instructions
- Ability to work in a fast paced, high pressure environment
- Good organization and basic computer skills
- Physically active i.e. able to stand long hours, perform lifting, and other physical activities required from time to time
- Ability to lead a small team of temporary workers or volunteers
- With average schedule of 20 hours per week; hours will be flexible and may include days, evenings, and statutory holidays
- Work requires standing and walking over extended periods of time
- Lifting of up to 50lbs

Additional Information:

- We provide competitive compensation and benefits in the non-profit sector
- Siloam is a Christian Humanitarian organization, discussion and understanding of Siloam Mission's Statement of Beliefs is part of the interview process.
<https://www.siloam.ca/about-us/>
- Hours of work: Average of 14 hours bi-weekly; and may include days, evenings, and weekends, including statutory holidays
- Work location : 303 Stanley Street, Winnipeg, Manitoba
- Closing date: **August 17, 2019 or until position gets filled**

Apply Online: <https://siloamca.bamboohr.com/jobs>

Please send résumé and cover letter to:

Joana Bersamina
Human Resources Specialist
Siloam Mission