



Nine Circles Community Health Centre
Is currently hiring for

COMMUNITY HOST
1.0 EFT (38.75 hours per week)
Term April 1, 2024 to March 31, 2025
\$22.529 to \$24.277 per hour depending on qualifications

Job Summary

The Community Host works to foster an atmosphere of safety and inclusion with their warmth and kindness. As a member of the Front Area Safety Team, they welcome participants, community members and visitors to the Centre and are often the first-person people meet when they come to Nine Circles. The Community Host supports safe navigation within the facility as well as to other resources in our community. The Community Host additionally helps to ensure that the public areas of the building are well organized and kept cleaned to infection prevention standards.

Reporting to the Director of Prevention, Testing and Wellness, the job is a full-time term, 77.5 hours per two-week period (including holiday pay hours). The regular work days for this position will fall between 8:00 a.m. and 8:00 p.m. Mondays through Fridays. The 'normal' scheduled shift is 8:45 to 5:00.

The position is classified as **CUPE**. A comprehensive benefit package is provided as per employee eligibility via HEB Manitoba.

Key Responsibilities

Key areas of responsibility include:

1. Client and Community Visitor Support
2. Safety and Security:
3. Client Engagement:

A detailed job description stating all position duties and responsibilities is available upon request.

Qualifications

Required Education

- Minimum grade 12 or equivalency
- Special education/training in community related issues
- Comprehensive knowledge of the Downtown/West Broadway community
- Equivalent combination of education and experience may be considered
- Current Standard First Aid required

Required Knowledge, Skills, and Experience

- Minimum two (2) years of related work experience
- Demonstrated ability to problem solve
- Ability to read, write, speak and understand English
- Exemplary oral communication skills
- Ability to use a client-centered, strength-based approach when working with community and clients
- Demonstrated customer service and interpersonal skills in a respectful and courteous manner
- Experience working with a community-based organization that values harm reduction
- Knowledge of, and experience working with Indigenous people in terms of the historical context, traditions, teachings as well as the unique barriers Indigenous people face in Winnipeg
- Demonstrated ability to take and follow through on instructions and follow policies, procedures and direction(s)
- Experience documenting and timely completion of incident reports
- Must be physically capable of performing all duties as assigned in all weather conditions
- Successful completion of Criminal Record Check
- Strong sense of confidentiality and non-judgmental approach
- Stay apprised of resources and trends in the Downtown/West Broadway community that may impact Nine Circles programs and services or address gaps in participant needs
- Excellent organizational skills and demonstrated ability to multitask
- Ability to navigate computer systems, including work processing, email applications and web-based reporting systems

Assets

- Level 'C' CPR (AED certificate included)
- Non-Violent Crisis Intervention Certificate
- Conflict Resolution certificate
- Trauma Informed Care certificate
- Fluency in languages other than English
- Knowledge of community resources

How to Apply

Interested candidates may forward their letter of application and résumé to:

Email: humanresources@ninecircles.ca

Drop off: Attention: Human Resources, 705 Broadway, Winnipeg, MB R3G 0X2.
Please reference Community Host in your letter

Deadline for application: Friday, March 22nd, 2024 at 4 p.m. (for closing)

Nine Circles celebrates diversity and is committed to creating an inclusive environment for all employees. We encourage applications from qualified people who are Indigenous, living with HIV, identify as 2SLGBTQ, or belong to other traditionally marginalized communities.*

Nine Circles thanks all applicants for their interest, however only those selected for further consideration will be contacted.