

# Employment Opportunity - Posting

## The Salvation Army - Cascade Community Church



Giving  
Hope  
Today

<b>Job Title:</b>	Community Ministries Coordinator	<b>Competition #:</b>	
<b>Ministry Unit/Dept:</b>	Cascade Community Church	<b>Status:</b>	Full time
<b>Salary Range:</b>	\$22.74-\$28.43	<b>Date Posted:</b>	August 18, 2020
<b>Address:</b>	35190 DeLair Road, Abbotsford, BC V3G 2E2	<b>Posting Expires:</b>	August 25, 2020
<b>Applications Accepted By:</b>			
<b>Fax or E-mail: A cover letter and resume to:</b> <a href="mailto:santonescu@sacascade.ca">santonescu@sacascade.ca</a>  <b>Attention:</b>  <p style="text-align: center;"><b>Please no phone calls.</b></p>		<b>Mail:</b>	
<b>MISSION AND VALUES:</b>			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p><b>Mission Statement</b>  The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p><b>Core Values</b>  The Salvation Army Canada and Bermuda has four core values:</p> <p><b>Hope:</b> We give hope through the power of the gospel of Jesus Christ.  <b>Service:</b> We reach out to support others without discrimination.  <b>Dignity:</b> We respect and value each other, recognizing everyone's worth.  <b>Stewardship:</b> We responsibly manage the resources entrusted to us.</p>			
<b>JOB DESCRIPTION:</b>			
<b>POSITION PURPOSE SUMMARY:</b>			
<p>The Community Ministries Worker provides holistic leadership to a limited range of community-based programs in accordance with Salvation Army mission, values and standards. This involves assisting individuals and families who are seeking aid and assistance from or have been referred to The Salvation Army.</p>			
<b>BASIC FUNCTIONS/RESPONSIBILITIES:</b>			
<ul style="list-style-type: none"> <li>• Ensures that the Gospel of Jesus Christ is exemplified in the performance of all job responsibilities and through personal example</li> <li>• Provides spiritual guidance and uses every opportunity to pray with and share the message of the Gospel of Jesus Christ with program participants, staff and volunteers, endeavoring to assimilate them into the Body of Christ, as appropriate (including linking participants to the church family and church programs where possible)</li> <li>• Develops, oversees, implements and facilitates community-based programs to make a positive impact on the community (May include but not limited to Play Café, VBS, ORANGE Family night, Kids Summer Camp Initiatives, Sports Outreach, Red Cap, TASK, or Music programs).</li> <li>• Promotes community-based programs internally and externally as required, fostering positive relationship with community partners and agencies</li> <li>• Participates in program strategy development</li> </ul>			

- Various administrative duties which include documentation, tracking statistics and assisting other program staff/volunteers as needed
- Interview clients, assess client's needs and make appropriate referrals to internal and external programs/services/resources
- Through exercising empathetic care, assists individuals to determine an appropriate and mutually agreed upon goal process; facilitates effective problem-solving behaviours of the client/family
- Support and collaborate with clients in establishing goals, monitor progress, and preparing care plans using the same assessment tool every three months. Encourage problem solving and decision making
- Maintains confidentiality and keeps accurate client files and statistical records
- Assists the Corps Officer with ongoing strategic planning to ensure programming reflects client needs as these may evolve in our changing socioeconomic climate
- Provides input into the preparation of an operating budget for the community ministries programs and monitors/manages financial performance accordingly
- Provides input in the development and implementation of policies and procedures for Community Ministries programs
- Networks with Salvation Army, government and community social service providers to coordinate resources for the benefit of clients and program
- May direct and supervise volunteers, which include recruitment, selection, orientation, training, evaluation, and discipline
- Under the supervision of the Fundraising Coordinator to coordinate/organize annual Christmas Kettle Campaign.
- Coordinate/organize special/seasonal programs: Christmas Hamper, Toy Distribution, Summer Camps, Community Dinners, etc.
- Performs other duties as assigned

NOTE: Not all incumbents perform all of the duties described above but perform a similar range of duties.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS:**

*\*NOTE: For some jobs, you may be required to provide validated educational documentation.*

**Education/Certifications:**

- The successful job applicant will have completed up to two (2) years of Community College.
- Current Certification in First Aid/CPR

**Experience:**

- One year but less than three years of prior related experience, including, experience in a variety of social service programs, with some supervisory experience, and experience communicating orally and in writing.

**Required Skills/Knowledge:**

- The performance of the job requires attentive listening (supervision, counselling, conflict resolution, etc.), and moderate attention when doing computer work.

**PREFERRED SKILLS/CAPABILITIES:**

- The incumbent is responsible for his/her own time and effort only. He/She may have direct supervision of volunteer personnel).
- The incumbent directly supervises between 1-2 part-time volunteers and up to 30 on a seasonal basis.
- The performance of the job requires attentive listening (intake/guidance to clients), and computer work.

**RESPONSIBILITY FOR FINANCIAL RESOURCES:**

- The incumbent is involved in minor financial matters regularly and has the responsibility for wise use of his/her resources. He/She may be authorized to spend, disburse, or collect small amounts of cash. Seasonally will oversee and handle larger values in relation to fund raising.

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**WORK ENVIRONMENT:**

- The incumbent’s work environment is located in the Cascade Community Church.

The incumbent will work under the following disagreeable conditions:

- Work-related stress
- Dealing with angry and abusive people

The incumbent may have little to no travel required.

**EXPOSURE TO HAZARDS:**

The job incumbent may be exposed to the risk of minor to moderate risk of injury or illnesses due to:

- Physical attacks by others (verbal) (e.g. disgruntled clients acting out physically or verbally)
- Exposure to infectious diseases
- Moving objects
- Sharp objects

**PRECAUTIONARY MEASURES:**

The incumbent must take the following precautionary measures (in addition to health and safety rules):

- Universal Precautions
- Non-violent crisis intervention training

Successful candidates, prior to hiring, may be required to provide:

- Background check consent
- A clear vulnerable sector screening
- A clean drivers abstract
- Completion of our online Armatus Abuse Training and required Health and Safety training

**HOURS: 40 hours per week**

*The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.*

We thank all applicants, however, only those candidates to be interviewed will be contacted.

*Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.*

