



JOB POSTING

POSITION: **Building Watcher - Casual**
COMPANY: **Vancouver Native Housing Society**
LOCATION: **Orwell- 456 East Hastings, Vancouver BC**
COMPENSATION: **\$14.00/hour – Must be available for Shift Work**
WEBSITE: **www.vnhs.ca**



WHO ARE WE?

VNHS's mandate is to provide safe, secure, and affordable housing. Although our original and ongoing mandate is to focus on the housing needs of the urban Aboriginal community we have expanded our operations to include housing solutions for seniors, youth, women at risk, persons living with mental illness, homeless and at risk populations.

We are looking for someone for the position of Building Watcher in the Downtown Eastside. Reporting to the Supportive Housing Manager, the Building Watcher oversees the building and provides support to the tenants of a Single Room Occupancy Hotel. The Building Watcher is responsible for providing a variety of janitorial, mechanical, and other general maintenance duties as required by the Supportive Housing Manager.

Major Responsibilities will include:

- This building is a 24/7 secure building, which requires that one staff remain at front security desk at all times to monitor the flow of residents and visitors, ensuring visitors sign in/out, checking list of barred residents, and being aware of the destination of visitors.
- Monitoring the general wellbeing of residents of the building and escorting from the premises anyone not having business in the building.
- Ensuring the building is a respectful and supportive place in which to reside, visit, and work
- Maintain professional boundaries with tenants and encouraging and supporting residents to make healthy choices and practices.
- Familiarity with office and administrative systems and procedures
- Ability to work well with marginalized groups of people who are often in the middle of addictions or mental health issues, often concurrently
- Various cleaning duties throughout the building to ensure a safe and healthy environment for both staff and tenants

Major Responsibilities (Continued)

- Investigating disturbances, dealing with emergencies in accordance with guidelines and reporting incidents to appropriate staff or authorities.
- Attending on a regular basis monthly staff meetings, residents meetings and additional program meetings as directed
- Dealing with the daily issues that may arise when residing in the Downtown Eastside community
- Other related duties as assigned by the Supportive Housing Manager and/or Property Manager

Qualifications and Requirements:

The successful candidate will have completed Secondary School, plus one (1) years of related experience or an equivalent combination of education, training, and experience in supporting individuals. In preference candidates would be able to demonstrate positive proof of five (5) years sobriety.

Must have

- Criminal record check for working with children and vulnerable adults – clearance required
- Knowledge and experience in using Microsoft Word
- Effective communication skills both oral and written
- Experience and understanding of Aboriginal peoples and culture in relation to residents, coworkers and the community.

Assets:

- First Aid Certificate
- Crisis Intervention training

This position is a casual, on call as required by Vancouver Native Housing Society. Shift Work is a requirement of this position and flexibility with hours will be required to meet operational deadlines.

If you are interested in this position, please send a resume and cover letter to careers@vnhs.ca with “**BUILDING WATCHER**” in the subject line. Please note, while we would like to connect with all of our applicants for this position, only those chosen for interview will be contacted.

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