



CASUAL EMPLOYMENT

Family Violence Shelter Attendant (Women's Shelter)

Reporting to the Family Violence Shelter Coordinator and the Director of Healthy Living, the Shelter Attendant works shift work and will be responsible for maintaining various operations of the crisis shelter in Cambridge Bay which includes ensuring the shelter remains a safe place; accompany/support anyone who is occupying the shelter, and any other duties requested by the Supervisor.

The ideal candidate should be a self-starter, demonstrate the ability to work with minimal supervision; and strong commitment to assisting women and children in crisis. Applicants must be willing to work flexible hours based on occupancy.

The ideal candidate must:

- Must have the ability to complete required intake forms
- Complete a Criminal Record Check (submit with resume)
- Sign an Oath of Confidentiality
- Be willing to work flexible hours based on shelter occupancy
- Updated immunizations
- Updated CPR and First Aid Certifications

The starting salary for this position is dependent upon education and related experience and starts at \$29.27 per hour plus 4% holiday pay.

This position requires the successful candidate to go through a Criminal Records Check.

Staff housing for this position is not available.

Please send or fax your resume and cover letter on or before October 19, 2018 by 5:00PM to:

Alice Lafrance
Manager, Human Resources/Benefits
Municipality of Cambridge Bay
PO Box 16
Cambridge Bay, NU
X0B 0C0
Phone: 867-983-4657
Fax: 867-983-2193
Email: alafrance@canbridgebay.ca

- *Priority will be given to current Municipality of Cambridge Bay employees and Nunavut Land Claims Beneficiaries*
- *Only candidates selected for an interview will be contacted*
- *Job descriptions may be obtained by email, fax or in person*
- *Employment requires an acceptable criminal records check. Possession of a criminal record will not disqualify candidates from consideration.*