

**BACK DOOR
MISSION**



Back Door Mission for the Relief of Poverty
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Overnight Coordinator – Contract

The Back Door Mission is currently seeking to fill the dynamic role of Overnight Coordinator. Reporting to the Programs Manager, the successful candidates can work full-time with shifts ranging from 10:00 pm – 8:00 am. This is a contract position, running until April 1, 2025 with the possibility to extend.

The Overnight Coordinator will work alongside security staff to provide a safe and judgment-free space for patrons to rest. In addition to intake and client support, the Overnight Coordinator will oversee the Overnight team. The Mission United Overnight Program operates through a clinic-based admission, ensuring clients with complex medical needs are sheltered while engaging in a care plan for stabilization.

The Back Door Mission works to relieve the burdens of poverty and social dislocation within the economically deprived and street population of Oshawa. Originally a drop-in centre, the Back Door Mission has expanded its services since the COVID-19 pandemic and now operates Mission United.

The responsibilities and minimum qualifications for this position are as follows:

Responsibilities

- Ensure the safety and well-being of clients.
- Client intake and discharge, with reporting in HIFIS.
- Completion of shift notes, attendance, and incident reports where necessary.
- Maintain an alert status for the entirety of the scheduled shift.
- Participate in ERT (Emergency Response Team), following the direction of Security.
- Act as a point-of-service navigation, providing clients with information about our daily in-house services and supports as well as other services and supports within the community.
- Ensure adherence to infection prevention and control protocols and see that sanitation requirements are maintained.
- Provide overnight clients with basic food provisions which have been prepared by our day-time staff.
- Engage community members in a manner that is consistent with Back Door Mission's values, code of conduct and Mission United Model principles.

- Weekly meetings with Program Management
- Oversight of data entry and shift documentation
- Oversight of team while onsite, with regular performance communication with Programs Manager
- Other duties as assigned.

Qualifications

- Post-secondary education preferred.
- Experience working with marginalized populations, specifically those experiencing homelessness and/or mental health and addiction challenges.
- An understanding of harm reduction principles and trauma-informed models of care.
- Ability to maintain alertness and function during overnight shifts.
- Excellent communication skills, both verbal and written.
- Experience with Microsoft Office.
- Ability to maintain a positive, professional, and non-judgmental environment.
- Experience with conflict management and de-escalation skills.
- Thorough understanding of social services within the City of Oshawa and Durham Region.
- Ability to work with minimal supervision.
- Must be willing to obtain a Vulnerable Sector Police check at own cost.
- CPR/First Aid AED Certification is considered an asset.

The Back Door Mission is committed to the principles of Diversity, Equity, and Inclusion, and abides by the standards outlined in the Ontario Human Rights Code. Additionally, we are committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. Accessibility: If you have accessibility needs and require alternate formats or other accommodations, please contact the Back Door Mission for details.

This position will remain open until filled. Please submit your resume and cover letter to info@backdoormission.ca.

For all general inquiries or questions regarding accessibility requirements please contact Dan Laffin, Programs Manager, at dlaffin@backdoormission.ca.