

Job Posting

Job Title: Crisis Line Worker – Permanent Part-time
Reports to: Director of Public Education and Crisis Services
Wage: BCGEU General Services Agreement Grid 9 \$20.11/hr
Hours: 12 hours per week
Shift: Mondays and Tuesdays 2:00pm - 8:00pm MST
Closing Date: January 17 2021

Job Summary: The Crisis Line Worker responds to crisis line calls and maintains various records, files and related filing systems.

Qualifications

- Interior Crisis Line Network Training Certificate
- Certificate in a related human / social services field
- One (1) year recent related experience
- Or an equivalent combination of education, training and experience
- Excellent public relations / communications skills, both verbal and written
- Ability to work cooperatively with a variety of staff and other members of the community

Responsibilities

- Promotes the program by performing duties such as distributing brochures and posters to the community, when required.
- Ensures that the necessary facilities, equipment and materials are available for sessions.
- Maintains related records and reports in accordance with established program policies and procedures.
- Answers phone and / or in person inquiries and assists with Crisis Line shift coverage when required.
- Responds to routine queries with regard to the organization, Crisis Line services provided.
- Performs general word processing and typing from rough draft or general instruction, including correspondence, reports, forms and documents.
- Operates a variety of office equipment such as inputting caller and volunteer information into computerized systems.
- Monitors, orders and receives Crisis Line program supplies; ensures that the Crisis Line office spaces, training room, kitchen and other areas are maintained in a clean and tidy manner.
- Reports to designated supervisory personnel.
- Performs other related duties as required

Applicants apply today by submitting your resume and cover letter outlining your qualifications to:
reception@cmhakootenays.org Subject: Crisis Line Worker

CMHA Kootenays thanks all applicants; however, only those selected for interviews will be contacted