



**Providence Living**

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POSTING**

**INTERNAL POSTING**

**POSTING:** HEU – Posting 073H23  
**STATUS:** Casual  
**CLASSIFICATION:** (11002) ARP Night Monitor  
**WORK AREA:** Central City Lodge  
**EFFECTIVE DATE:** TBD  
**HOURS:** Nights  
**SALARY:** \$23.38 Hourly

**JOB SUMMARY:**

Monitors Addictions Recovery Program (ARP) clients during night shift periods. Reports security problems to appropriate staff.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Maintains order and security amongst A.R.P. clients by performing such duties as answering door bell and enforces facility regulations by following established policies regarding clients, residents and staff entering and leaving the area. Reports incidents to the appropriate staff.
2. Checks doors, windows and other entrances and secures same to prevent entry of unauthorized persons. Makes security rounds and reports unusual mechanical system situations to the Building & Support Services Manager.
3. Reports unsafe or faulty equipment to the designated supervisor.
4. Monitors and ensures the safety of clients and the facility by performing duties such as screening telephone calls and visitors, securing the building.
5. Completes and maintains related records and documentation such as incident reports and daily logs.
6. Clears snow from the building entrances and sidewalks.

**QUALIFICATIONS:**

**Education, Training and Experience:**

Grade 10 Education or equivalent, combination of education, training and experience. Current First aid and CPR certificate.

**Skills and Abilities:**

- Ability to communicate effectively both verbally and in writing in the English language.
- Ability to deal with others effectively.
- Ability to organize work.
- Ability to operate related equipment.
- Physically capable of carrying out duties of the position
- Ability to work independently and incorporation with others
- Ability to establish and maintain rapport with clients
- Ability to handle conflict
- Ability to observe and recognize changes in clients

**This posting will remain open until successfully filled. All Internal applications received by 08:30 October 26<sup>th</sup>, 2023, will be given first consideration.** Please apply in writing to the Department of Human Resource Services using Application for Internal or External Vacancy Form.

Applications and resumes must be submitted by email to [hr@providenceliving.ca](mailto:hr@providenceliving.ca)

Thank you.

Human Resources Team

DATE: October 19<sup>th</sup>, 2023

Posting #: **073H23**

**Human Resources**

**778-654-7665, [hr@providenceliving.ca](mailto:hr@providenceliving.ca)**

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