



Hamilton Regional Indian Centre  
**Employment Opportunity**  
***Closing Date: Open until filled***

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The Hamilton Regional Indian Centre is currently accepting applications for a full time vacancy for the **HRIC Homelessness Drop-in Centre Program Worker**.

The Hamilton Regional Indian Centre (HRIC) is a large Indigenous not for profit organization. We are culturally based and community focused and committed to driving positive change for the community. As a staff member of HRIC you will have opportunity for professional growth, access to Elders and Traditional Knowledge Keepers, and a generous benefit package. We strive to uphold pre-colonial management and policy structure, while being supportive and maintaining a positive work atmosphere.

The Program Worker, under the direction of the Executive Director or Designate, is responsible to work collaboratively with the Program Coordinator and other staff to create a culturally safe and appropriate space that is welcoming to our most vulnerable Indigenous brothers and sisters. The Program Worker will act as a first point of contact for those accessing the Drop-in and facilitate effective delivery of meals and programming as required.

**Qualifications:**

- 2-year post-secondary education in Indigenous Studies, Social Service work or a combination of equivalent and relevant education;
- 2-years of demonstrated and related work experience within an Indigenous organization or community, homelessness and/or social service setting, or a combination of equivalent experience as deemed relevant by the Executive Director;
- Strong knowledge and awareness of Indigenous culture and history, with particular emphasis on the impacts of trauma, family violence, and community outreach;
- Demonstrated ability to build and maintain lasting working relationships;
- Ability to prepare and distribute food, drinks, and supplies to community members;
- Training and/or experience in crisis intervention, de-escalation and conflict resolution;
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment;
- Advanced skills in the use of Microsoft Office 365 applications;
- First Aid or CPR certification;
- Non-Violent Crisis Intervention certification; and,
- Satisfactory Criminal Record check (CPIC) or Vulnerable Sector Search (if applicable).

**Hours of Operation:** Monday to Friday 8am to 7pm (8-hour shifts within these hours of operation), occasional evenings/weekends

**SALARY:** \$50,930.00-\$57,050.00 per annum



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The HRIC is a highly flexible organization offering additional compensation in accordance with current policies. This includes 7 paid personal emergency days, 5 paid cultural days, 4 paid holidays beyond mandatory Employment Standards, paid vacation, paid shutdown over the winter holiday week, and health benefits. HRIC employee group benefits program has mandatory enrollment for full time permanent employees; employees will be eligible to enroll upon the successful completion of their (3) three-month probationary period.

HRIC is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, HRIC will make accommodations available to applicants with disabilities upon request during the recruitment process.

HRIC strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, HRIC will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.

Since this position is engaged primarily in serving the interests of Indigenous people of Turtle Island, HRIC shall give preference to Indigenous people of Turtle Island who possess the requisite skill sets and experience.

HRIC does not currently use Artificial Intelligence (AI) in the screening of applications.

Please submit a cover letter, resume, 3 references to [jobs@hric.ca](mailto:jobs@hric.ca) or in an envelope marked **CONFIDENTIAL** to:

Human Resources  
Hamilton Regional Indian Centre  
34 Ottawa Street North, Hamilton, Ontario L8H 3Y7  
FAX: 905-548-0024