

## JOB POSTING

**PROGRAM:** Women's Services

**LOCATION:** Kootenay Haven

**HOURS:** 1 - Permanent, Part-Time; 25 Hrs/Wk

**POSITION:** Transition House Support Worker

**CLOSING DATE:** October 15, 2018 @ 5PM

**WAGE:** BCGEU Grid 10 Step 1 - \$18.15

**This position involves rotating shift work**

**Position requires union membership and is open to female applicants only.**

**JOB SUMMARY:** Provides support, security, advocacy, information, education, crisis intervention and referrals to residents and crisis line callers.

### **QUALIFICATIONS:**

- Diploma in a related human / social services field.
- Current First Aid Certificate.
- One (1) year recent related experience.
- Is knowledgeable and has an awareness of domestic violence issues.
- Excellent communications skills, both verbal and written.
- Valid BC Driver's License & Clean Driver's Abstract

### **KEY DUTIES AND RESPONSIBILITIES:**

- Screens prospective residents for suitability prior to admission. Conducts intake interviews. Orients and assists residents to settle in the house.
- Assesses residents' immediate needs and assists them to define and implements an action plan. Provides information to residents on resources available and recommends appropriate services.
- Assesses and ensures the safety and comfort of residents and the security of the facility. Facilitates resolution of conflicts between residents.
- Provides emotional support, encouragement, goal setting and problem solving support to residents. Facilitates house and / or support group meetings. Provides parenting skills development and childcare activities.
- Liaises with other service agencies and professionals. Maintains current knowledge of issues and resources related to abuse and violence.
- Ensures housekeeping services such as laundry, housecleaning, grocery shopping and maintaining supplies are completed. Orders supplies / groceries; performs minor maintenance.
- Provides crisis intervention and risk assessment for residents and crisis line callers (Women's Shelter & Help Line and Kootenay Haven Transition House line). Provides information and assistance to residents and crisis line callers.

**KEY DUTIES AND RESPONSIBILITIES continued:**

- Maintains case notes, resident records, documents, forms and statistical information
- Orients and assigns duties to volunteers / practicum students.
- Accompanies and / or transports residents to outside services.

**ACCOUNTABILITY:**

- Reports to designated supervisory personnel and participates in regular supervision performance review
- Participates positively and productively as a member of the Association's staff team
- Adheres to the philosophy, policies and procedures of the Association
- Represents the Association positively and professionally in the community
- Performs other related duties as required.

Interested applicants please submit resumes only to:

Hiring Committee

Email: [thouse@cmhakootenays.org](mailto:thouse@cmhakootenays.org)

The Association thanks all applicants, however, will contact only shortlisted applicants.