

JOB POSTING

POSITION: Transition House Support Worker

PROGRAM: Women's Services

COMMUNITY: Cranbrook, BC

STATUS: Permanent Full-time (70 hours bi-weekly)

WAGE: BCGEU Grid 10 Step 1 - \$19.45

CLOSING DATE: May 26 2019

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 related human or social services field.
- One (1) year (minimum) recent related experience.
- Is knowledgeable and has an awareness of domestic violence issues
- Strong communication skills
- Current BC Driver's License and Clean Driver's Abstract
- Current First Aid Certificate

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. 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. Provides presentations and public awareness activities about services and issues of abuse.
- Ensures housekeeping services such as laundry, housecleaning, grocery shopping and maintaining supplies are completed. Orders supplies / groceries; performs minor maintenance.
- Provides information, assistance, crisis intervention and risk assessment for residents and Women's Shelter and Help Line (AKA crisis line) and callers.
- 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.

- 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: reception@cmhakootenays.org

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