

### **JOB POSTING**

**POSITION:** Transition House Support Worker

**WAGE:** BCGEU Grid 10 Step 1 - \$19.45/hr

**PROGRAM:** Women's Services

**STATUS:** 1 permanent full-time night shift 70 hrs bi-weekly

**COMMUNITY:** Cranbrook, BC

**CLOSING DATE:** November 26 2019

**This position involves rotating night shift work.**

**Position requires union membership and is open to female applicants only due to the nature of the position.**

**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 suggestions for childcare activities, when required.
- Liaises with other service agencies and professionals, as required. 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 information, assistance, crisis intervention and risk assessment for residents and Women's Shelter and Help Line (AKA crisis line) and callers.
- Maintains detailed and accurate case notes, resident records, documents, forms and statistical information.
- 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 to:

Email: [reception@cmhakootenays.org](mailto:reception@cmhakootenays.org) Attention: Hiring Committee

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