

Job Posting

JOB TITLE: Transition House Worker

BENCHMARK: Transition House Worker

PROGRAM: Women's Services

LOCATION: Cranbrook

CLASSIFICATION: BCGEU Grid 10

HOURS: casual/on-call

CLOSING DATE: open until filled

*Position requires BCGEU membership and
due to the nature of the position 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 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 to submit resumes to: reception@cmhakootenay.org The Association wishes to thank all female applicants; however, only those short-listed will be contacted.

Reviewed and or Updated Aug 17 2020