

## Job Posting

**Job Title:** Second Stage Housing Services Worker  
**Program:** Women Services  
**Reports to:** Director of Women and Youth Services  
**Wage:** BCGEU General Services Agreement Grid 6 \$19.66/hr  
**Hours:** full-time 70 hours bi-weekly 1 vacancy  
**Shifts:** 11am – 7pm and 7pm-3am  
**Start date:** ASAP  
**Closing Date:** Open until filled

***This position is open to female candidates only, due to the nature of the position.***

**JOB SUMMARY:** Provides security and information to support to the building occupants in adhering to their occupancy agreements. The Second Stage Housing Services Worker may need to use crisis intervention skills to respond to short-term emergency mental, emotional and behavioral distress to attend to the well-being of the occupant and keep them safe.

### Qualifications:

- Grade 12; however, certificate in social services setting and or education in domestic violence, the cycle of violence and or addictions preferred
- Experience working with vulnerable populations specifically women who experienced violence and or homelessness an asset
- Six (6) months (minimum) recent related experience
- Is knowledgeable and has an awareness of domestic violence issues and crisis intervention
- Clear and concise communication skills
- Current First Aid Certificate

### Key Duties and Responsibilities:

- Monitors occupants in common areas through weekends and evenings shifts and attends to any medical emergencies and behavioral needs that arise during their shift.
- Notifies staff of any major problems or emergencies. Responds to emergencies in accordance with established policies and procedures
- Understands the occupancy agreement and ensures the occupants follow the rules via communication and enforcement. Reports to appropriate authorities as required.
- Ensures that logbooks, data entry, and other documentation such as incident reports are complete. Reports to appropriate authorities as required
- Reports maintenance needs to supervisor or designate
- Secures the building by arming alarms, locking doors and windows, completing building walkthroughs and monitoring security cameras.
- Performs other related duties as required.

Female applicants can submit resume and cover letter outlining qualifications to:

[reception@cmhakootenays.org](mailto:reception@cmhakootenays.org) Subject: SW

CMHA Kootenays thanks all applicants; however, only those selected for interviews will be contacted