

### Internal / External Job Posting

**JOB TITLE:** Transition House Worker

**BENCHMARK:** Transition House Worker

**PROGRAM:** Women's Services

**LOCATION:** Cranbrook

**CLASSIFICATION:** BCGEU General Services Agreement 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 Women's Shelter Help 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.
- Performs other related duties as required.

Female applicants to submit resume to: [reception@cmhakootenays.org](mailto:reception@cmhakootenays.org) Subject: KHTH  
CMHA Kootenays thanks all applicants; however, only those selected for interviews will be contacted