



Internal / External Job Posting

JOB TITLE: Transition House Worker

PROGRAM: Women's Services

LOCATION: Cranbrook

CLASSIFICATION: BCGEU General Services Agreement Grid 10 Step 1

HOURS: 70 hours bi-weekly, 10hr shifts.

Week One: Wednesday, Thursday 10:30pm-8:30am, Saturday 8:00am-7:00pm

Week Two: Sunday 8:00am-7:00pm, Thursday, Friday and Saturday 12:00pm-11:00pm

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
- Clear Criminal Record
- 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 Subject: KHTH Worker
CMHA Kootenays thanks all applicants; however, only those selected for interviews will be contacted.