



## External Employment Opportunity

### *We are inviting applications for a* **Casual Transition House Workers**

<b>Posting:</b>	2019-023
<b>Posting date:</b>	June 4 <sup>th</sup> , 2019
<b>Hours of work:</b>	“On-call” basis
<b>Grid Level:</b>	10
<b>Rate:</b>	\$ 19.45 and \$ 22.65
<b>Classification:</b>	Casual Transition House Worker
<b>Submission deadline:</b>	Posting will remain open until filled
<b>Submit resume to:</b>	<a href="mailto:HR@archwaysociety.ca">HR@archwaysociety.ca</a>

#### **Our Mission:**

*We are leaders in empowering women, children and families to live with dignity and respect, free from domestic and sexual violence.*

#### **Our Vision:**

*We will have a strong team working in a well-resourced environment that supports the development and empowerment of women in our community. We will be a leader in ending abuse for everyone in the North Okanagan.*

The Archway Society for Domestic Peace provides a wide range of supportive services for survivors of domestic and sexual violence. We provide shelter, counselling, child and youth advocacy, outreach services, and collaborative community projects. We strive to retain a grassroots atmosphere of women helping women. Our work environment is casual and based on a commitment to participatory and collaborative team work.

#### **Job Summary:**

The Transition House Worker (THW) provides support, security, advocacy, information, education, crisis intervention and referrals to residents, and other women in the community who seek support by telephone or through drop-in to the Transition House (House). The THW participates as part of a team responsible for the effective functioning of the Transition House. On both individual and group basis, the THW enhances the quality of life for women and children by ensuring their safety, legal, emotional, social, and medical needs are met. Provides assistance to residents with morning and evening routines as applicable. During the Evening- (EN) Night Shift the THW sleeps through the night waking only to attend to unusual circumstances.



### **Qualifications - Education, Training and Experience:**

- Diploma in Human/Social Services field
- Understanding of and demonstrated skills and ability to work from a feminist perspective
- Strong cultural competency and socially inclusive practice.
- Valid First Aid Certification
- One year recent related experience, which includes program delivery experience in a residential setting in the women-serving sector
- Demonstrated working knowledge of the justice system and issues/practices to violence against women
- *Completion of Transition House Core Modules may be required*
- Specific knowledge regarding legislation, policy, and provincial and other government framework agencies and systems may be required
- An equivalent combination of relevant education, training and experience will be considered. Qualifications for casual THW may differ.

### **Job Abilities and Knowledge:**

- Good oral, written and interpersonal communication skills
- Demonstrated ability to teach skills
- Ability to work effectively with others
- Good time and general management skills
- Proficient in basic computer applications, including Microsoft Office
- Ideal characteristics for position include personable, non-judgemental and insightful
- Ability to function independently and frequently under pressure, in an often chaotic environment, while managing multiple projects and deadlines

### **Responsibilities and Duties:**

#### **A. Client/Community Service**

The Transition House Worker provides a wide range of services to residents of the House, including intake and orientation, needs assessment and action plan development, provision of information and resources, referral to other services, safety and security monitoring, facilitation of conflict resolution, emotional support and encouragement, facilitation of group meetings, case reviews, risk assessment and safety planning, advocacy and accompaniment, and crisis intervention.



**B. Program Administration**

The Transition House Worker is responsible for maintaining appropriate documentation and client records, including statistical information, log and report writing. The Transition House Worker performs some maintenance and housekeeping duties to ensure the House and office are well-maintained, assists with the orientation and training of students and volunteers, and reports potential problems, such as safety risks.

**C. Organizational Role**

The Transition House Worker is part of the Transition House Programs Team and actively participates and contributes to team meetings, program planning and training opportunities.

**D. Community Role**

The Transition House Worker supports clients in accessing other community services as required by each client's case, maintains positive relationships with providers through cooperative planning, maintains current knowledge of issues and resources. The Transition House Worker represents the Society positively and professionally and may provide presentations and public awareness activities about services and issues.

**E. Other**

Performs other duties as assigned

**Additional Information** This position requires:

- A satisfactory enhanced Criminal Record Check.
- Membership with the BC Government and Service Employees' Union.
- A valid Driver's License and availability of personal vehicle for work purposes
- Availability for 6 shifts each week

**To Apply:**

Please submit resume with cover letter to [HR@archwaysociety.ca](mailto:HR@archwaysociety.ca) quoting **Competition # 2019-023** in subject line.

**Posting will remain open until filled**

*While we appreciate all applications, only candidates selected for an interview will be contacted.*