



Employment Opportunity

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

Posting date:	April 28, 2022
Hours of work:	Casual (on-call)
Submission Deadline	Open until position is filled
Classification	BCGEU, Grid 11 (\$23-\$26.50/hour)
Start Date	Immediately
Submit resume to:	hr@archwaysociety.ca

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

At Archway Society for Domestic Peace we are committed to the development and empowerment of women, children and families in our community. We are a purpose-driven organization with a shared sense of belonging, working collaboratively within a feminist framework to create a safe space that respects and supports the traditions, rights, choices and voices of all staff.

We offer competitive wages, a generous benefits package that includes employer-paid extended health and dental benefits, pension plan, a flexible work schedule and a supportive team environment where we foster respect, trust connection and collaboration.

Come join us! Create a better world, do purposeful work, have an impact and join a team that supports you and allows you to flourish.

Job Summary:

Provides support, security, advocacy, information and 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. Participates as part of the team responsible for the efficient functioning of the Transition House. On both an individual and group basis, the Transition House Worker enhances the quality of life for women and children by ensuring that their safety, legal, emotional, social and medical needs are met. Provides crisis intervention as needed to women and children staying at Casimir Court (Support to Young Parents).

Qualifications:

Education and Knowledge, Training and Experience

- Strong cultural competency and socially inclusive practice.
- Understanding of and commitment to work from a feminist perspective.
- One-year recent experience working in a transition house.

- Diploma in Human/Social Services field.
- Demonstrated working knowledge of the justice system and issues/practices to violence against women.
- Specific knowledge regarding legislation, policy, and provincial and other government framework agencies and systems may be required.
- Valid First Aid Certification.
- Or an equivalent combination of education, training and experience.

Skills and Abilities

- Good oral, written and interpersonal communication skills.
- A high level of tact, diplomacy and professionalism.
- Ability to work effectively with others.
- Good time and general management skills.
- Knowledge of feminist theory, principles and practices in the field.
- 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.

Key Responsibilities and Duties:

A Client Service

1. Conducts intake interviews. Completes emergency intake procedure during the night by screening prospective resident for suitability prior to admission, conducting necessary portions of intake interview and completing relevant documentation. Orients and assists residents to settle in the house. Ensures residents are aware of emergency fire exists, the placement and operation of fire alarms and extinguishers, house rules and other health and safety concerns.
2. Assesses residents' immediate needs and assists them to define and implement an action plan. Provides information to residents on resources available and recommends appropriate services.
3. Monitors and ensures the safety and comfort of residents and the security of the facility, including the setting of alarms and compliance with all agency policies and protocols that relate to house security. Facilitates resolution of conflict between residents.
4. Provides emotional support, encouragement, and problem solving support to residents. Facilitates house and/or support group meetings. Participates in the assessment, goal setting and case reviews of clients staying in the house.
5. Develops and maintains positive supportive relationships with clients through active listening, debriefing and validating clients' emotions. Assists clients with activities of daily living. Participates in various client –centered activities in accordance with their goals.
6. Provides information on the cycle of violence and crime prevention services available in the community to clients to help them avoid re-victimization. Completes risk assessments and safety planning with clients as indicated.
7. Accepts Key Worker assignments as directed by Residential Programs Manager. Completes goal setting, planning, and advocacy and accompaniment tasks as needed. Prepares relevant reports and attends external and internal meetings relevant to the assigned client.

8. Provides crisis intervention support to women and their dependent children who contact the transition house by phone or through drop in and who meet the service mandate of the transition house. Offer Risk Assessment and referral as needed. Complete Brief Contact documentation for all non-resident client contacts.
9. Accompanies and/or transports residents to outside services as needed.
10. Deals with any crisis situations that arise on shift, making decisions that are based on the policies and procedures of the Transition House. Ensure the completion of Incident Reports and WCB Reports in compliance with agency policy.
11. Observe resident practices in relation to parenting and child protection issues and make notations as necessary for Support to Young Parents Program assessment.
12. Supports residents with their morning and evening routine as needed.

B Programs Administration

13. Assist with the development and maintenance of current resource library of books, videos, pamphlets and handouts.
14. Maintains appropriate documentation and client records, including statistical information, in accordance with Records Management Guidelines and agency policies.
15. Performs residence maintenance and housekeeping duties such as laundry, sweeping, mopping floors, clearing snow, cleaning equipment and food services. Ensures that residence is maintained according to agency standards.
16. Prepares and submits reports as required by the Residential Programs Manager.
17. Ensures that the program standards are adhered to in the delivery of service.
18. Assist with the orientation and training of Student and Volunteers.
19. Reports potential problems promptly, including safety risks, to the Residential Programs Manager.
20. Assist with the maintenance of a well- organized and clean office space.
21. Manages and administers petty cash expenditures and mileage expenses and submits on a regular schedule as directed by the Residential Programs Manager.
22. Adheres to communication guidelines through reading log books, client files and brief contact sheets at the beginning of each shift. Checks transition house email and staff email on a regular basis in order to ensure all current and pertinent communications have been received.

C Organizational Role

23. Participates and contributes as a member on the Transition House Programs Team, including attending and participating positively and productively in staff meetings, program planning and case reviews.
24. Adheres to the philosophies, policies, procedures and code of Ethics and Confidentiality of the Society.
25. Participates in professional development through workshops, in service training, etc. as required.

D Community Role

26. Assesses clients' needs for other services, provides relevant information to client, and initiates referrals and liaisons with community agencies as required by each clients' case and where indicated.

27. Develops and maintains positive relationship with other community service agencies through regular contact and cooperative planning.
28. Maintains current knowledge of issues and resources related to abuse and violence. Provides presentations and public awareness activities about services and issues of abuse as per Residential Programs Manager.
29. Represents the Society positively and professionally in the community.

E Other

30. Performs other related duties as required.

Additional Job Information:

- This position requires the ability to function independently and frequently under pressure while managing multiple concurrent projects and deadlines including effectively managing emergency situations.
- Program delivery activities require a moderate level of physical fitness to effectively carry out duties of the position.
- All employees pass criminal records check and sign a confidentiality agreement to the organization.
- This position requires a valid driver's license and an appropriately insured vehicle in good running order present at work.
- Casual employees must be available to work a variety of shifts (day, afternoon, and overnight) as our House is open 24 hours/week 365 days/year

To Apply:

Please submit resume with cover letter to hr@archwaysociety.ca

Archway Society believes that a vaccinated population is a vital part of keeping us, our clients, families, and communities protected from COVID-19. With this in mind, Archway will review the vaccination status for each new employee prior to their first day of employment.

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