



## **Support Worker – Transition House & Support to Young Parents**

***Part-Time, Permanent***

***Vernon, BC***

<b>Posting:</b>	#2023-007
<b>Hours of work:</b>	28 hours per week as per below: Saturday 10am-6pm (Transition House) Sunday 8:30-4:30pm (Casimir Court) Monday 1pm-9pm (Casimir Court) Tuesday 9am-5pm (Casimir Court)
<b>Start date:</b>	As soon as possible
<b>Grid level:</b>	11
<b>Wage Range</b>	\$25.00-27.00, in accordance with the Collective Agreement
<b>Submission deadline:</b>	Posted until filled
<b>Submit resume to:</b>	<a href="mailto:Hr@archwaysociety.ca">Hr@archwaysociety.ca</a>

At Archway Society for Domestic Peace, we are committed to the empowerment of women, children and families in our community. We are a values-based organization with a shared sense of belonging, working collaboratively to cultivate a safe space that respects and supports the traditions, rights, choices and voices of all staff and clients.

We invest in our people – we offer competitive wages, a generous benefits package that includes employer-paid extended health and dental benefits, a defined pension plan, and a supportive team environment where we foster respect, trust, connection and collaboration. We are committed to the personal and professional development of our team via on-going training, clinical support, an employee wellness program and an Employee Family Assistance program for all staff.

Come join us! Create a better world and join a team that supports your personal and professional growth.

### **Summary of the role:**

Provides support to women and children residing at the Vernon Women’s Transition House or Casimir Court (Support to Young Parents Program). Provides security, advocacy, information and crisis intervention to residents, and other women in the community. On both an individual and group basis, the Support Worker ensures the well-being of young parents in the program and enhances the quality of life for women and children, by ensuring that their safety, legal, emotional, social and medical needs are met.

For a detailed job description, please visit [www.archwaysociety.ca/career-opportunities](http://www.archwaysociety.ca/career-opportunities)

### **Qualifications:**

- A diploma in the social services field
- One year recent related

- An equivalent combination of relevant education, training and experience will be considered

**Knowledge, Skills and Abilities:**

- Strong cultural competency and socially inclusive practice.
- Understanding of and commitment to work from a feminist perspective.
- 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.
- Good oral, written and interpersonal communication skills.
- Proficient in basic computer applications, including Microsoft Office.

**Key Client-Focused Responsibilities:**

- 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.
- Conducts intake interviews. 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.
- Assists young mothers and their children participating in our Support to Young Parents Program; provides support in their apartments and in the community to allow them to live more independently.
- Facilitates physical, parenting, recreational and educational activities. Plans, prepares, and conducts basic psycho-educational groups using techniques such as active listening, conflict resolutions, and basic group counselling.
- Assesses residents' immediate needs and assists them to define and implement an action plan.
- 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.
- 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.
- 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.
- 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.
- 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.
- Accompanies and/or transports residents to outside services as needed.

- Deals with any crises 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.
- Observe resident practices in relation to parenting and child protection issues and make notations as necessary for Support to Young Parents Program assessment.
- Maintains appropriate documentation and client records, including statistical information, in accordance with Records Management Guidelines and agency policies.
- 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.
- Prepares and submits reports as required by the Residential Programs Manager.
- 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.
- Assists clients to access resources in the community and liaises with other service agencies and professionals. Provides support, encouragement, advocacy, and accompaniment to community services, where required.

**Additional Job Information:**

- This position works across two Residential Programs – The Transition House (safe shelter for women and children escaping domestic or sexual assault) and the Support to Young Parents Program (residential program for young mothers).
- An Enhanced Criminal Records Check is required.
- Membership with the BC Government and Service Employees' Union is required.
- A valid Driver's license and availability of personal vehicle for work purposes is required.

***Resumes from qualified candidates who identify as First Nations, Metis, Inuk, Black, trans, a person with a disability, or an individual from other equity seeking groups are encouraged to apply.***

***To Apply:***

Please submit resume with cover letter to [hr@archwaysociety.ca](mailto:hr@archwaysociety.ca) quoting **Competition #2023-007**.