

JOB DESCRIPTION

Job Title: WOMEN'S SUPPORT WORKER

Job Location: Ann Elmore Transition House / Rose Harbour / Women's Centre

Supervisor: Transition House Manager / Housing Manager / WC Manager

Status: Union

Job Profile

Job Summary:

The Women's Support Worker is a member of the Transition Society team who provides supportive counselling, education, information and referrals to women one on one and in group settings.

Job Duties:

1) Provide in-house facilitated group opportunities for women in the areas of recreation, education, psycho-social-spiritual well being

- Plan and prepare for in-house groups
- Facilitate groups for resident women
- Bring in community professionals for educational groups
- Provide information and referrals
- Maintain confidentiality according to Policy and Procedures

2) Supportive Counselling;

- Intake of new clients
- Assess suitability to program
- Be non-judgmental in approach
- Provide emotional support
- Assist with goal setting and follow through
- Provide information about abuse
- Make referrals to other resources
- Provide information about other resources and processes such as legal or justice system
- Assist women in development of a safety plan
- Address relapse prevention with recovery clients
- Monitor client progress and report concerns to supervisor

3) Record Keeping;

- Maintain statistical information as directed

- Maintain accurate documentation in client files
- Maintain accurate and up to date records of group activities

4) Maintain facility environment;

- Create and maintain a safe, warm and trusting environment
- Provide mediation between residents in conflict
- Facilitate resident meetings as needed
- Work cooperatively with other members of the transition society team

5) Miscellaneous

- Abide by CRNITS code of ethics and philosophy
- Abide by CRNITS Policy and Procedures
- Maintain confidentiality according to Policy and Procedures
- Maintain current knowledge of issues related to the abuse of women and children
- Advocate for clients
- Continue to upgrade skills through staff and professional development
- Assist in orientation of new staff and training of practicum students
- Attend staff meetings regularly
- Complete special projects as directed by the Transition House Manager
- Other related duties

Working Conditions

This position involves working in the transition house or Rose Harbour with a transient clientele. It may also include counselling, accompaniment and advocacy for women.

Human Profile

Technical Skills

Education

- Human Service Worker Diploma or equivalent

Or

- Equivalent training and experience

Experience

- 1 year working in community social services

Qualifications/Training

- Emergency First Aid
- Good communication and crisis intervention skills
- Knowledge and understanding of abuse of women and children
- Group facilitation skills

Requirements

- Transportation
- Satisfactory Criminal Record check and Criminal Record Review
- Not in an abusive relationship for at least one year (at hire)

Performance Skills

Physical Demands

- Capable of assisting injured or disabled clients
- Delivery of program activities requires a moderate level of physical fitness i.e. walking, standing, bending

Mental Demands

- Possesses and is able to apply a feminist perspective
- Ability to interact well with clients in crisis regardless of ethnic, religious, or socioeconomic status, sexual orientation, age, physical or mental ability
- Able to manage stressful work and fluctuating workload
- Able to make sound judgments
- Adaptable
- Has initiative
- Respectful in all communication with clients, staff and other agencies

Job Type: Casual

Salary: From \$25.87 per hour

Schedule:

- 12 hour shift
- 8 hour shift
- Day shift
- Holidays
- Monday to Friday
- Night shift
- On call
- Weekend availability

COVID-19 considerations: All staff must be fully vaccinated to comply with public health order.