



Haida Gwaii Society for Community Peace  
Tlaa Juuhldaa Naay Transition House  
*Place of Change*

Box 811 2132 Collison Avenue  
Masset, Haida Gwaii, B.C. V0T 1M0  
Phone: (250) 626-4664 Fax: (250) 626-4662  
[www.hgpeace.ca](http://www.hgpeace.ca)

If you love the outdoors and are looking for a change of lifestyle why not look at this friendly wilderness community on the rugged windswept North Coast. Masset is a small rural village (population over 900) next to Old Masset Reserve (population almost 700). It is situated on the northern coast of Haida Gwaii (formerly known as the Queen Charlottes). On a clear day, 8 km from town, you can see the islands of the Alaska panhandle from North Beach. With this part time position you would have time to fish, crab, clam dig, berry pick and other available food gathering. Or maybe you have a yen to hike, kayak or enjoy the recently discovered sport of surfing? Check us out at [www.hgpeace.ca](http://www.hgpeace.ca) and [www.massetbc.com](http://www.massetbc.com).

**Classification:** Transition House Support Worker, 0.46 FTE Permanent Regular

**Rate of Pay:** \$20.52 – 23.90 (JJEP Wage Grid Level 10)

**Hours:** 0.46 FTE Position (Shifts are mornings 8:00-16:00; afternoons 16:00-24.00; evenings 24:00-8:00).

**The employee is NOT required to use their automobile in the performance of their duties.  
This position requires Union membership; accepted applicant will need to join BCGEU.**

**Job Summary:**

Provides support, security, advocacy, information, education, crisis intervention and referrals to residents and help-line callers, also responsible for the general upkeep and daily operation of the Transition House.

**Key Duties and Responsibilities:**

1. Screens prospective residents for suitability prior to admission. Conducts intake interviews. Orients and assists residents to settle in the house.
2. Maintains strict confidentiality of client information and any information gained as a result of employment at Haida Gwaii Society for Community Peace (HGSCP).
3. 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 including all HGSCP programs i.e. Stopping the Violence Women's Counselling (STV), Victim Services (VSP), Child and Youth Counselling (CWWA) and Outreach.
4. Monitors and ensures the safety and comfort of residents and the security of the facility. Facilitates resolution of conflicts between residents.
5. Provides emotional support, encouragement, goal setting and problem solving support to residents. Facilitates house and/or support group meetings.
6. Liaises with other service agencies and professionals. Maintains current knowledge of issues and resources related to abuse and violence. May participate in public awareness activities about services and issues of abuse.
7. Ensures housekeeping services such as laundry, housecleaning, grocery shopping and maintaining supplies are completed. Orders supplies/groceries; performs minor maintenance.

8. Manages and participates in the Transition House dinner; menu planning and food preparation as well as food inventory duties.
9. Provides crisis intervention, risk assessment and safety plan for clients, residents and crisis line callers. Provides information, advocacy for and assistance to residents and crisis line callers.
10. Maintains professional and confidential case notes, resident records, documents, forms and statistical information.
11. Is familiar with HGSCP Policy and Procedure Manual and the BCGEU Collective Agreement.
12. Attends educational training and participates in staff meetings as required.
13. Documents and reports in writing to Management any unusual incidents and/or inappropriate behavior that is known or witnessed in a timely manner.
14. Orients and assigns duties to volunteers/practicum students.
15. Performs other related duties as required.

#### **Education and Experience:**

- Diploma in a related human / social service field:
  - One (1) year related human/social service experience
  - Or an equivalent combination of education, training and experience.
- Must have a valid certification in Standard First Aid (2-day course) with a CPR-C component
- Food-Safe Certification
- Completion of Violence Prevention/De-escalation course (online)
- Completion of Domestic Violence Safety Planning course (online)
- BCSTH Foundations in Violence Against Women Training (online) completed
- BCSTH Introduction to Transition House Work Module 1 (online) completed
- BCSTH Introduction to Transition House Work Module 2 (online) completed

#### **Job Skills and Abilities:**

- Good written and verbal communication skills.
- Ability to be effective with clients.
- Able to monitor clients and household for safety and security.
- Ability to adhere to directives while allowing clients their autonomy.
- Able to deal appropriately with upset, angry or demanding clients.

The Haida Gwaii Society for Community Peace is strongly committed to a diverse and inclusive workplace that empowers all employees to reach their full potential. All members of our organization share a responsibility for developing and maintaining an environment in which differences are valued and inclusiveness is practiced. The HGSCP welcomes applications from those who will contribute to the diversity of our workplace. The HGSCP must, however, comply with federal immigration requirements. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.

To be considered, please submit cover letter, resume and 3 current job references by 4:00 pm, April 2, 2020

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mail: Haida Gwaii Society for Community Peace; P.O. Box 811, Masset, B.C. V0T 1M0

hand deliver: 2132 Collison Avenue, (across from the Library)