



Saulteau First Nations is currently recruiting for: Crisis Intake & Support Workers – Safe House

This role is responsible for offering services intended to provide short-term protective accommodation, on an emergency crisis-intervention basis, to primarily high-risk women and children.

Saulteau First Nations Mission

We strive to be the Best Governed Nation, one that is proud, culturally strong, and self-sufficient. As stewards of the land, we will ensure that the best sustainable practices are followed, now and in the future. We remain proudly determined.

Duties and responsibilities

“Safe House” is a supportive housing program that provides a continuum of support for mothers in need by keeping families together. It is staffed by a small cohesive team of individuals who work with families through an innovative supportive housing model designed to build on the strengths and supports of each family.

Safe House

- Client Intake as per established guidelines, procedures, and policies
- Client Support as per established guidelines and assist client with resources available to ensure client safety and mental wellbeing with the support service providers in the area
- Update and maintain case files to ensure that data and statistics are up to date
- Ensures client confidentiality
- Ensures compliance with all safety procedures as required by SFN
- Must maintain the ability to work in a positive and professional manner with participants
- Must have the ability to deal with differences of opinion in a constructive and positive manner, whether with participants, other staff, or professional support
- Ensures cleanliness of house and property and reports maintenance issues/required repairs as they arise
- Ensures security cameras are in working order
- Other duties as assigned

Crisis Line

- Answer all crisis calls in a calm manner; refer to other service providers as deemed necessary
- Maintain an up-to-date inventory of all service providers
- Keep log of all incoming calls and maintain case files
- Maintain client confidentiality as required by SFN

Education

- Post-secondary in Child and Youth Care, Community Support, or equivalent with experience in providing support to women and children; or a minimum of 2 years relevant combination of education and experience

Qualifications

- Ability to follow and implement program policies and procedures
- Understanding around Trauma Informed Care and trauma informed communities
- Problem Solving/Reasoning/Creativity
- Report Writing & Documentation
- Crisis Management/Conflict resolution skills
- Ability to mentor and teach life skills
- Computer/Technical Literacy
- Ability to maintain confidentiality
- Well-developed planning and organizing abilities
- Ability to deal tactfully with sensitive issues and maintain confidentiality of records and discussions
- Ability to use Microsoft Word, Excel, PowerPoint, and Outlook
- Clean Drug and Alcohol test
- Valid BC Class 5 Driver's License

Additional Information:

Training will be provided for specific qualifications for this position relevant to the requirements of this position which may include but are not limited to the following:

- Crisis intervention training
- Working with victims of Trauma
- Suicide prevention training
- Selfcare training

Please note other requirements of this position include a vulnerable sector criminal record check and an oath of confidentiality.

**If interested send your resume to HR@saulteau.com
Position will be considered open until suitable candidate is
selected.**

The requirements and responsibilities contained in this job posting do not create a contract of employment and are not meant to be all-inclusive. They may be changed at the discretion of the employer. Preference will be given to persons of Aboriginal ancestry in the event of equal qualifications.