

Employment Opportunity – Support Team Member, The Anawim Companion Society Women’s House

Please email a copy of your resume and a cover letter to womenshouse@anawimhouse.com

Wage is \$24.23 an hour. We are looking to fill two positions at 28 hours per week each (70% of full time position) with additional hours required from time to time to cover vacation absences etc. of other staff.

Job Opportunity

Anawim Companion Society is looking for a woman who wants to work in a new residential program to support women who require assistance in improving their lives. Applicants will have experience in working with an impoverished population, be aware of women’s issues and have knowledge of mental health and addiction issues.

Job Summary:

Reporting to the Director of Women’s Services, who is responsible for reporting to the Board of Directors, the Support Team Member provides support to the women’s house residents and Director. They assist with the day to day operations of the house and with the coordination and facilitation of daily activities, ensuring effective use of resources. They function as a role model to residents and assist the Director in the monitoring and carrying out of the operating plan.

Typical Duties and responsibilities:

- Support seven women who are responsible for carrying out the day to day needs of a home while improving their personal lives.
- Participate in the assessment/screening and review of potential clients for intake.
- Assess the needs of residents and help develop and document an action plan and follow up.
- Support the residents in the implementation of their action plan, including referrals to specialized services and participating in education and training.
- Evaluate resident goals.

Education, Training and Experience:

- Post Diploma program in Mental Health and Substance Use and/or education in a related field along with 2 years’ experience working with the homeless and/or in the area of addictions and mental health is required. A combination of experience and education may be considered.
- Valid Class 5 driver’s license.
- Valid CPR and first aid training including use of Naloxone.
- Valid Food Safe certificate.

Skills and Abilities:

- Knowledge of current and social issues related to homelessness, mental illness and addiction.
- Training in or knowledge of nonviolent crisis intervention techniques.
- Knowledge of the change model.
- Knowledge of community resources.
- Strong interpersonal and communication skills.
- Ability to work in a multidisciplinary team.
- Ability to organize, coordinate and prioritize own work.
- Ability to use a collaborative approach to problem solving.
- Strong computer skills.
- Physical ability to perform the duties of the position.
- Ability to work a set but flexible schedule including weekends, evenings, holidays and on-call.
- Required to complete the Ministry of Public Safety and Solicitor General Criminal Record Check prior to commencement of employment.