



INTERNAL JOB POSTING

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EXTERNAL POSTING

DATE: August 29, 2023

PROGRAM: Transition House

POSITION: Women's Support Worker

LOCATION: Maple Ridge, BC

Cythera Transition House Society is currently accepting applications for a **Casual/Relief Women's Support Worker** at its Transition House, located in Maple Ridge.

This position provides support, advocacy, information, and referrals to women who have, or are at risk of, experiencing domestic violence and/or abuse.

ACCOUNTABILITIES

- Provide support and assist women in transitioning into safe, supportive housing or other community programs and services.
- Performs intakes based on established criteria with referral to Shelter Case Worker and other appropriate resources and or shelters if they are not admitted.
- Sharing information and resources that are available and ensuring the women are comfortable by providing support, supervision, food, clothing, and shelter.
- Provides referrals to community resources including housing supports, health, treatment, legal and financial needs.
- Liaise with other community resources and supports and external agencies as needed.
- Completes and maintains related records including intake and exit documentation, daily case notes, critical incident reports and database entry.
- Performs a variety of duties specific to the operation of an emergency shelter including bed-making, laundry, general clean-up of assigned areas and food prep.

QUALIFICATIONS

Education, Training and Experience

- Diploma in a related human/social service; one (1) year recent related experience, *or an equivalent combination* of education, training, and experience;

Knowledge, Skills and Abilities

- Knowledge and understanding of the barriers impacting homeless women, youth and children including domestic violence, trauma, substance use and mental health.
- Good understanding of community resources available to support women.
- The ability to assist and support women with a non-judgmental, trauma informed approach.
- The ability to mediate, negotiate and facilitate healthy interactions amongst clients.
- Excellent verbal and written communication and the ability to maintain accurate records.
- The ability to manage crisis intervention.
- The ability to work independently as well as the ability to work collaboratively as a team.

Additional Requirements:

- Clear Criminal Record Check
- Acceptable Drivers' Abstract;
- Current First Aid Certificate.
- Union membership

Cythera House operates 24/7 and applicants must be available to work the following shifts:

Day Shift (7:30 a.m. to 4:15 p.m.) 8.75 hours

Afternoon Shift (2:15 p.m. to 11:00 p.m.) 8.75 hours

Night Shift (10:45 p.m. to 7:45 a.m.) 9.00 hours

Shift/Schedule/Hours per week: On call

Expected Start Date: ASAP

Wage/Salary: starting at \$25.05/hour

Grid Level: 10

Application Deadline: September 5, 2023

Submit Applications to: Jas Rai jas.r@cythera.ca

Our successful applicant will be informed and accepting of cultural diversity, and have the ability to work and support all people with dignity and respect. This position is open to all applicants.

CC: Local Union Chair; Reception