



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

2132 Collison Avenue, PO Box 811, Masset, BC V0T 1M0 Phone: (250) 626-4664 Fax: (250) 626-4662 www.hgscp.ca

<b>Job Title:</b>	Transition House Support Worker - Casual	<b>Reports To:</b>	Transition House Director
<b>Location</b>	Masset, BC	<b>Position Type</b>	On Call / Casual
<b>Level/Salary Range:</b>	JJEP Wage Grid Level 10 <b>\$25.95 - \$29.76/hr.</b> (with additional 10.6% wage bonus: \$28.70/hr. - \$32.91/hr.) The additional 10.6% wage bonus on top of the base salary is in lieu of benefits.	<b>Position Hours:</b>	Morning: 7 am – 3 pm Afternoon: 3 pm – 11 pm Evening: 11 pm – 7 am On Call, variable hours
<b>Date Posted:</b>	16 January 2025	<b>Posting Expires:</b>	Until filled

**Applications Accepted By:**

**FAX OR E-MAIL:**

(250) 626-4662 or [td@hgscp.ca](mailto:td@hgscp.ca)

**Subject Line:** Transition House Support Worker – Casual position

**Attention:** Transition House Director

**MAIL:**

Box 811  
 2132 Collison Avenue  
 Masset, BC  
 V0T 1M0

**Job Description:**

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

**ROLE 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 conflict resolution 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. Coordinates 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.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- 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 be willing to complete (training provided):**

- 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
- This position is dependent on a Criminal Records Check.



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

2132 Collison Avenue, PO Box 811, Masset, BC V0T 1M0 Phone: (250) 626-4664 Fax: (250) 626-4662 www.hgscpeace.ca

#### PREFERRED SKILLS

- 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.

Reviewed By:	Board of Directors; CSSEA; BCGEU	Date:	December 19, 2018
Approved By:	Board of Directors; CSSEA	Date:	December 19, 2018
Last Updated By:	Executive Assistant	Date/Time:	January 14, 2025