



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

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| Job Title: | Transition House Support Worker #3 (THSW-3) | Reports To: | Transition House Director |
| Location | Masset, BC | Position Type | Permanent part-time, Flexible (0.5 to 0.7FTE), 12 to 16 shifts per month |
| Level/Salary Range: | \$27.53 - \$31.57 JEP Wage Grid Level 10 PBC Health and welfare benefits upon completion of probation | Position Hours: | Variable schedule. includes rotating weekend work Morning: 7 am – 3 pm Afternoon: 3 pm – 11 pm Evening: 11 pm – 7 am |
| Date Posted: | 1 June 2026 | Posting Expires: | Until filled |
| Applications Accepted By: | | | |
| FAX OR E-MAIL: (250) 626-4662 or td@hgscp.ca Subject: Transition House Support Worker #3 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 <ul style="list-style-type: none"> • Screens prospective residents for suitability prior to admission. Conducts intake interviews. Orients and assists residents to settle in the house. • Maintains strict confidentiality of client information and any information gained as a result of employment at Haida Gwaii Society for Community Peace (HGSCP). • 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. | | | |



- Monitors and ensures the safety and comfort of residents and the security of the facility. Facilitates conflict resolution between residents.
- Provides emotional support, encouragement, goal setting and problem-solving support to residents. Facilitates house and/or support group meetings.
- 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.
- Ensures housekeeping services such as laundry, housecleaning, grocery shopping and maintaining supplies are completed. Orders supplies/groceries; performs minor maintenance.
- Coordinates and participates in the Transition House dinner, menu planning and food preparation as well as food inventory duties.
- 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.
- Maintains professional and confidential case notes, resident records, documents, forms and statistical information.
- Is familiar with HGSCP Policy and Procedure Manual and the BCGEU Collective Agreement.
- Attends educational training and participates in staff meetings as required.
- Documents and reports in writing to Management any unusual incidents and/or inappropriate behavior that is known or witnessed in a timely manner.
- Orients and assigns duties to volunteers/practicum students.
- Performs other related duties as required.

Qualifications and Education Requirements

- Grade 12 or GED qualification
- Diploma in Human/Social Services
- One (1) year related human/social service experience
- Or an equivalent combination of education, training, and experience.
- Class 5 Drivers License plus a clean Drivers abstract
- This position is dependent on a Criminal Records Check.



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

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.

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| Reviewed By: | HGSCP Board of Directors | Date: | August 10, 2021 |
| Approved By: | HGSCP Board of Directors | Date: | August 10, 2021 |
| Last Updated By: | Executive Assistant | Date/Time: | May 29, 2026 |