

External CASUAL Vacancy Posting

Position Title: Casual Transition House Worker	Agency: Prince George & District Elizabeth Fry Society
Department: Community, Social and Justice Programs Program Manager – Bally Bassi, MA	Employee Group: BCGEU- this position requires union membership
Current Location: Prince George Site (within the city)	Salary Range Steps: \$21.63 - \$25.19 (collective agreement)
Current Hours per week: Casual 4-35 hours	Position Status: Casual
Current Shift Schedule: 24 hour shift schedule Mondays – Sunday (within a seven day week) 7 hours per shift	Anticipated Start Date: ASAP

NATURE OF POSITION:

Casual Availability: This posting for casuals requires individuals to have flexible availability, with a minimum offering of 6 shifts each week out of a possible 150 shifts per month as this program operates on a 24/7 basis. Preference will be given to applicants who are able to commit to a minimum of 6 shifts per week, which includes a variety of day, weekend and night time shifts, to a weekly maximum of 35 hours, 70 hours bi-weekly.

Transition House Workers provide services to women and their dependent children who are or could be at risk of abuse, threats, and/or domestic violence. This position will carry the responsibility of providing a safe and supportive living environment where the women can feel free to seek crisis intervention and referral support. This provides crisis intervention, referrals, advocacy, information, education and support to residents and telephone crisis callers. This position requires an ability to work in a stressful environment. Transition House Workers are often dealing with clients working through difficult situations.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE

- A minimum of a diploma in Human/Social Services or related field
- Current Standard First Aid Certificate, or ability to certify within 60 days if successful
- The ability to undergo a successful criminal record search and vulnerable sector search
- Strong cultural competency and socially inclusive practice.
- One year recent related experience, which includes program delivery experience in a residential setting in the women-serving sector
- Demonstrated working knowledge of the justice system and issues/practices to violence against
- Completion of Transition House Core Modules are required, or completed within 60 days if successful

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong ability to conduct client intake and assessment
- Excellent understanding of the dynamics of abuse and gender violence
- Ability to assess residents' immediate needs and assist them to define and implement an action plan
- Ability to monitor and ensure the safety and comfort of the women and children residents and the security of the facility
- Strong ability to maintain confidentiality and demonstrate a high degree of professional boundaries
- Excellent ability to provide emotional support to clients through active listening, and validating client's emotions through an empowerment lens
- Good knowledge of other community services and resources and ability to provide appropriate referrals to clients
- Excellent ability to provide crisis response and intervention/support
- Knowledge and experience working with individuals facing multiple barriers
- Ability to work with diverse clientele, and demonstrate cultural competency
- Good group facilitation skills and knowledge
- Ability to be flexible and respond to phone calls and walk in clients in crisis situations
- Strong knowledge about the dynamics of abuse, sexual assault, historical sexual abuse, criminal harassment
- Proficient computer literacy including database programs and strong record keeping skills
- Ability to maintain accurate, and appropriate file notes

- Excellent written and oral communication skills
- Seek appropriate and timely managerial supervision and debriefing
- Valid Class 5 BC Driver’s license and use of own vehicle for transportation if required

Responsibilities and Duties:

A. Client/Community Service

The Transition House Worker provides a wide range of services to residents of the House, including intake and orientation, needs assessment and action plan development, provision of information and resources, referral to other services, safety and security monitoring, facilitation of conflict resolution, emotional support and encouragement, facilitation of group meetings, case reviews, risk assessment and safety planning, advocacy and accompaniment, and crisis intervention.

B. Program Administration

The Transition House Worker is responsible for maintaining appropriate documentation and client records, including statistical information, log and report writing. The Transition House Worker performs some maintenance and housekeeping duties to ensure the House and office are well-maintained, assists with the orientation and training of students and volunteers, and reports potential problems, such as safety risks.

C. Organizational Role

The Transition House Worker is part of the Transition House Programs Team and actively participates and contributes to team meetings, program planning and training opportunities.

D. Community Role

The Transition House Worker supports clients in accessing other community services as required by each client’s case, maintains positive relationships with providers through cooperative planning, maintains current knowledge of issues and resources. The Transition House Worker represents the Society positively and professionally and may provide presentations and public awareness activities about services and issues.

E. Other

Performs other duties as assigned.

To apply for this position please submit your resume and cover letter to the address below.

Reply to: - Kathi Heim
 Email: kathi@pgefry.bc.ca

Date Posted: September 16, 2021

Fax: 250-563-8765

Closing Date: September 28, 2021 at 4:00 pm

Each applicant is responsible for ensuring that the Society receives his/her application by noon on the closing date. Any application received past this time will be considered late. Candidacy of late applicants will be considered in conjunction with external applications or with any applicable provisions of the collective agreement

Application Process

Expressions of interest, including an updated resume and a cover letter describing how you meet or exceed the above noted qualifications, must be received by email to kathi@pgefry.bc.ca before the deadline noted above. If you do not have access to email, please call 250-563-1113 for the fax number.

The Prince George & District Elizabeth Fry Society is a feminist-based organization committed to employment equity. Women from underrepresented groups are encouraged to apply. An understanding of the dynamics of violence against women and other forms of oppression is an asset.