

# INTERNAL/EXTERNAL Permanent Full Time Shift “D”

## Vacancy Posting

<b>Position Title:</b> Transition House Worker	<b>Agency:</b> Prince George & District Elizabeth Fry Society
<b>Department:</b> My Sister’s Place -Amber House and Second Stage Program	<b>Employee Group:</b> BCGEU- this position requires union membership
<b>Current Location:</b> 2855 14 <sup>th</sup> Ave.	<b>Salary Range Steps:</b> \$25.05-\$28.75 (collective agreement) Grid 10
<b>Current Hours per week:</b> 35 hours	<b>Position Status:</b> Full Time Permanent
<b>Current Shift Schedule:</b> 24 hour shift schedule Rotational Shift “D” Mondays – Sunday (within a seven day week) 7 hours per shift with a 30 minute unpaid meal break on the day/late afternoon shifts. <i>Please see the Program Manager for the full schedule.</i>	<b>Anticipated Start Date:</b> ASAP

### NATURE OF POSITION:

**Full-time Permanent:** This internal-external posting for a permanent, full-time Transition House Worker requires the individual to have the ability to work all shifts within the program which operates on a 24/7 basis. The successful applicant must be able to meet the expectations of working the full spectrum of early morning, daytime, afternoon, evening, and overnight shifts.

The Transition House Worker provides 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 women feel welcomed and supported at Amber House, and in the Second Stage Program. This position provides crisis intervention, referrals, advocacy, information, education and support to clients, Second Stage participants and telephone crisis callers. This position requires an ability to work in a stressful environment and often with complex individuals through a harm reduction model. Transition House Workers are often dealing with clients and participants working through difficult situations and staff need to be able to demonstrate compassion and kindness towards the women, and healthy self-care and boundaries for themselves.

### MANDATORY JOB REQUIREMENTS:

- Food Safe Level 1 - must be current
- Standard First Aid with CPR-C. - must be current.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).
- Valid driver’s license (Class 5) with a reliable vehicle and satisfactory driving record, ( reimbursed as per the collective agreement)
- Naloxone Training - will be required within 60 days if not current
- WHIMIS Certification – must be current
- Completion of Transition House Core Modules are required
- Completion of Agency Training Packages by assigned deadlines is required

### QUALIFICATIONS:

- Diploma in Social Services/Human Studies with an accredited educational institution.
- Minimum of one (1)year experience providing groups and individual support within a bed-based, low barrier program setting within the women-serving sector
- Strong cultural competency and socially inclusive practice.
- Excellent communication skills- written and verbal.
- Ability to lift up to 30 lbs.
- Demonstrated working knowledge of the justice system and issues pertaining to violence against women

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong ability to conduct client intake and assessment

- A deep understanding of the dynamics of violence against women and other forms of oppression.
- Strong ability to deliver services with kindness and compassion
- Ability to assess clients' 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 and the security of the facility.
- Demonstrated ability to foster a welcoming atmosphere and supportive environment for all women and children.
- 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 listening and engagement skills 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.

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

<b>Reply to:</b> Nancy Shorter, Program Manager <b>Hard copy delivered to:</b> 1575 5 <sup>th</sup> Ave., Prince George, BC <b>Email sent to:</b> <a href="mailto:nancy@pgefry.bc.ca">nancy@pgefry.bc.ca</a> <b>FAX:</b> 250-563-8765	<b>Date Posted:</b> April 11 2024 <b>Closing Date:</b> April 25 at 12:00 pm
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#### **Application Process**

Applications must include an updated resume and a cover letter describing how you meet or exceed the above noted qualifications.

Applications must be received by email to [nancy@pgefry.bc.ca](mailto:nancy@pgefry.bc.ca) before the deadline noted above. If you do not have access to email, you can deliver the application to the main office or submit by using the fax number.

***Each applicant is responsible for ensuring that the Society receives their application by 12:00 pm on the closing date. Any application received past this time will be considered late and will not be accepted. Any applications not submitted by email, must be received at the main office by the closing date and time.***