JOB POSTING
Relief Support Worker
Transformational Housing

Name of Facility
Aboriginal Mother Centre Society

Qualifications
A BSW/CYC or equivalent is preferred
Crisis Intervention Skills Training and asset
Lived experience is an asset

Other Qualifications
Excellent oral and written skills
Detail Oriented
Food Safe
Microsoft Office
Flexible Schedule
Willingness to do shift work
Knowledge of Traditional Protocol
Basic First Aid Certificate
Aboriginal Ancestry, self-identified in your cover letter

Job Summary
The Transformational Housing Support Worker works in accordance with the mission and philosophy of the Aboriginal Mother Centre. The Transformational Housing Support worker carries out a variety of duties related to the operation of Transformational Housing Suite including providing support that meets the needs of the families entering the home including but not limited to the provision of food, clothing, and support toward the resolutions of issues, accepting referrals based on predetermined criteria, intake and orienting residents.

Key Responsibilities
Household Management
Assists with facilitating house meetings with residents to address issues arising from communal living, coordinates supplies lists that need to be purchased for program, ensures units are prepared for new residents; maintains inventory; ensures the TH suites are kept- safe, hygienic, in good repair and maintained; maintains compliance with health and safety standards; works closely with Transformational Housing Team to develop and maintain policies, procedures, forms and records.

Direct Services
Provides emotional Support and crisis intervention; completes up to date documentation on clients and program activities and assists in the development in reports by funders when required.

May supervise volunteers
Provide referral services to families not suitable for TH.
Welcomes new families to Transformational Housing, orienting them to the housing program and informing them of the supports available, policies that are applicable and making families comfortable through methods such as providing support, supervision, offering food/available clothing.
Perform a variety of janitorial duties
Assists families with self-care skills through methods such as providing support and encouragement to families to maintain personal hygiene, housekeeping, meal planning and preparation, financial obligations and appointments. Participates as a team member with other staff to ensure a safe and caring environment by preforming duties such as reporting health concerns or unsafe conditions, incidents and or behaviors, interacting with families including observing behavior, following up with concerns from staff, residents and Social Workers, dealing with family emergencies in accordance with guidelines and reporting incidents to appropriate staff/management.
Defuses volatile situations through methods such as non-crisis intervention techniques.
Records all communication and observations for the purpose of communicating effectively with other staff members to ensure each individual is receiving the best possible support they can.

Skills and Abilities
Demonstrate working knowledge:
Of culturally appropriate services acknowledging the aboriginal diversity in the women served.
Of Aboriginal historical issues that impact the residential schools, child welfare practices and effects on multi-generations
Work independently
Multitask and remain calm in adverse and or dynamic situations
To communicate effectively both verbally and written
Meet the physical/mental/emotional abilities to perform the duties of the job.
Deal with clients, staff, management and children effectively
Understand and maintain client/worker boundaries.
Provide unconditional support to disadvantaged women and their children with the guidelines of AMCS policies and directives
Organization skills

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<tr>
<th>Region</th>
<th>Employment Terms</th>
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<tr>
<td>Vancouver, East</td>
<td>Relief on Call</td>
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<tr>
<th>Position Start Date</th>
<th>Closing Date</th>
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<tr>
<td>ASAP</td>
<td>December 14, 2014</td>
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<tr>
<th>Salary</th>
<th>Hours of Work</th>
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<td>$17.00 per hour</td>
<td>Relief on Call</td>
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**Additional Notes**
Due to the nature of the work environment, it is required that all staff members perform duties beyond their job description, such as, but not limited to, answering phone, taking messages, helping other employees with organizing community events, and assist regardless of the program.

**Contact Information**
Please submit your cover letter (please self-identify if you are of Aboriginal Ancestry) and resume to:

- **Contact Name**: Loretta McMillan – Manager
- **Phone Number**: 604-558-2627
- **E-Mail Address**: th@aboriginalmothercentre.ca
- **Fax Number**: 604-558-2628
- **Mailing Address**: 2019 Dundas Street, Vancouver, BC V5L 1J5

**Please no Telephone Calls**
Thank you for your application; AMCS will only contact successful candidates that meet the requirements for an interview.
For more information or other employment opportunities, please visit our website.