

JOB POSTING
Relief Support Worker
Transformational Housing



ABORIGINAL MOTHER CENTRE SOCIETY

Job Title 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 Required

Excellent oral and written skills	Microsoft Office	Knowledge of Traditional Protocol
Detail Oriented	Flexible Schedule	Basic First Aid Certificate
Food Safe	Willingness to do shift work	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 performing 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

Region	Vancouver, East	Employment Terms	Relief on Call
Position Start Date	ASAP	Closing Date	December 14, 2014
Salary	\$17.00 per hour	Hours of Work	Relief on Call

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
Transformational Housing

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.