

August 21, 2017
Dixon Transition Society
External Posting
Casual Position

Job Title: Casual Women's Support Worker
Union: HSA, Community Subsector Association
Classification: Grid 10
Job Site: Dixon Transition Society
Reports to: Transition House Coordinator

Job Summary:

The Women's Support Worker is responsible for providing practical assistance to clients of Dixon Transition House. This includes: providing emotional and crisis support, explaining the system of service and connecting the woman with the resources she chooses, providing information and referral to appropriate services, supporting the woman in her decisions and providing the appropriate advocacy and help when asked by client, providing woman and her children with basic necessities to ensure her physical health and food safety. Must adhere to a feminist analysis of violence against women, and have a commitment to anti-oppression work.

Duties and Responsibilities:

- Conducts assessment and carries out intake of prospective clients
- Orients new residents to the House and provides them with what they need as well as the necessary information about the House
- Provides emotional and crisis support as well as information and referral regarding systems of service
- Ensures necessary safety precautions are always in place, rooms are clean prior to check in and after check out, and woman fills out the Client Satisfaction Survey prior to leaving the House permanently
- Provides support to the woman as per her requests and goals to ensure a successful move out of the Transition House program
- Monitors and ensures adequate supplies including food, linens, and household cleaning supplies are maintained
- Answers the 24-hour intake line and provides callers with appropriate information and referral and emotional support
- Keeps accurate records including statistics, client files, case notes, and the communications log
- Keeps informed of and abides by: Dixon Transition Society's Policies and Procedures Manual, Dixon House's Operations Manual, relevant legislation, and relevant policy changes made within systems supporting women who experience violence
- Ensures the House is clean, tidy and safe
- Maintains confidentiality of clients and program location
- Performs other related duties as required

Education, Training, and Experience

This position requires an individual whose values are aligned with the goals and mission of the organization and possesses:

- Minimum college diploma in Community Social Work, specialized knowledge and training on domestic violence from a recognized program, or a combination of relevant education and experience
- One year of recent related experience including experience working with women and children who have experienced violence
- Experience working with diverse groups, adults, youth, and children in a family setting
- Experience working with adults and children with mental illness and substance abuse

- Ability to use relevant software to carry out administrative duties of the job
- Ability to utilize technology to research for relevant information and support operations of the House

Skills and Abilities

This position requires an individual who possesses:

- Ability to establish and maintain rapport with clients
- Ability to handle conflict
- Accurate knowledge of systems supporting women and appropriate legislation
- Knowledge and understanding of violence against women and a well-developed analysis of the cycle of violence
- Accurate up-to-date knowledge of community resources, government, and social service resources
- Understanding of systems of oppression impacting specific populations specifically women, aboriginal women, immigrants and refugees, seniors, people with mental illness, addictions, sexual minorities, and other special needs
- Ability to organize and prioritize work and to work with minimum supervision
- Excellent interpersonal and communication skills
- Physically able to carry out the duties of the job

Required:

- Criminal Records Check
- The current specified First Aid Certificate including Infant CPR
- Ability to work evening, overnights and weekends as per operational needs
- Must commit to working minimum 225 hours per year.

Email Resume and Cover letter to: jobs@dixonsociety.ca

Shifts: Weekdays and weekends; morning, evening and/or overnight shifts as per operational requirement

Pay Grade: As per collective agreement wage grid 10, step 1

Please do not contact employer. Only qualified candidates will be contacted.