

March 24, 2021
Dixon Transition Society
Job Posting

Job Title:	Casual Women's Support Worker – this is a casual/on-call position, not part-time
Union:	HSA, Community Subsector Association
Classification:	Grid 33, step 1
Wage:	\$26.38/hour
Job Site:	Dixon House
Reports to:	Transitional Housing Programs Coordinator

Job Summary

The Women's Support Worker is responsible for providing practical assistance to clients of Dixon House. This includes providing emotional and crisis support, explaining the systems 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 support when asked by the client, providing the woman and her children with basic necessities to ensure her physical health and food security. Must adhere to a feminist analysis of violence against women and have a commitment to anti-oppressive work.

Duties and Responsibilities

- Answers 24-hour intake line and provides callers with appropriate information, and referral and emotional support
- Conducts assessment and phone screening of new intakes
- Carries out intake of new clients
- Orients new residents to the House and provides them with what they need including necessary information about the House
- Provides emotional and crisis support
- Provides support to the woman to ensure her short-term goals are met and to ensure a successful move out of the Transition House program
- Provides information and referrals regarding systems of service
- Ensures necessary safety precautions are always in place
- Ensures the House is clean, tidy, organized, and safe at all times
- Ensures the rooms are clean prior to check in and after departure
- Monitors and ensures adequate supplies including food, linens, and household cleaning supplies are maintained
- Keeps accurate records including daily statistics, client files, phone log, case notes, and communication log
- Keeps informed of and abides by Dixon Transition Society's Policies and Procedures Manual, Dixon House's Operations Manual, and relevant legislation and policy changes within systems supporting women who experience violence
- 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 values and vision of the organization. She must also possess the following.

- At a minimum, Diploma in Community Social Services
- Specialized knowledge and training on domestic violence from a recognized program
- One year of recent and related experience including experience working with women and children who have experienced violence
- Experience working with women and children specifically in the Social Services sector
- 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
- Or, an equivalent combination of education, training, and experience
- Or, other qualifications determined to be reasonable and relevant to the level of work

Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Ability to establish and maintain rapport with clients
- Ability to handle conflict effectively while remaining calm
- Ability to work independently and in cooperation with others
- Ability to organize and prioritize
- Understanding the systems of oppression and their impact on women and their experience of violence
- Awareness of issues affecting women and children such as family violence, cross-cultural issues, addictions, mental illness, and sexual abuse
- Physical ability to carry out the duties of the position

Required

- Clean Criminal Records Check
- The current specified First Aid Certificate including Infant CPR (Level C)
- **Availability to work a variety of shifts (morning, evening, weekends, and specifically, overnight shifts)**

Email Resume and Cover letter: manager@dixonsociety.ca

Shifts: Morning, Evening, Weekends, and **specifically, Overnight shifts 12:00 am – 8:00 am**

Wage: As per collective agreement wage grid 33, step 1

Closing: Until a successful candidate is hired and/or the advertisement is removed

Indigenous women are encouraged to apply.