Posting Date: **June 1st, 2021**

Job Site: **Dixon Transition Society**

Job Title: **Casual Women's Support Worker**

Union: **HSA, Community Subsector Association**

Wage: **$26.38/hour** (Employees working night shift will be paid a shift differential of $2.50/hour for entire shift worked)

We are a 24/7 operation and as such, we require someone who has the availability to be on-call to work a variety of shifts as follows, especially overnight shifts, as well as having availability on weekends.

- 8:30 am – 4:30 pm (day shift)
- 4:15 pm – 12:15 am (afternoon shift)
- 12:00 am – 8:00 am (overnight shift)

Job Summary:

Please read the job posting in its entirety before applying.

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 the client, providing the 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-oppressive 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 including necessary information about the House
- Provides emotional and crisis support as well as information and referrals regarding systems of service
- Ensures necessary safety precautions are always in place and rooms are clean prior to check in and after departure
- 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
- Monitors and ensures adequate supplies including food, linens, and household cleaning supplies are maintained
- Answers 24-hour intake line and provides callers with appropriate information, and referral and emotional support
- Keeps accurate records including daily statistics, client files, phone log, case notes, and communications 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 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 values and vision of the organization and possesses 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 of systems of oppression and its 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
- First Aid Certificate including Infant CPR (Level C)

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

Unfortunately, applications without a cover letter will not be considered.

Closing Date: Until the position is filled and/or this posting is removed.

Indigenous women are encouraged to apply.

We thank all applicants for their interest and time. Due to the anticipated high volume of applications, please do not contact the employer as only qualified candidates will be contacted for an interview. Thank you.