

## Job Posting

Internal

External/Internal

**Job Title:**

# Adult Supportive Housing Worker

**Posting No:**

## JH 136

**Job Location:** Courtenay

**Note:** This is a temporary position for up to three months.

**Duties and Qualifications:** See job description at the end of this document.

**Salary Rate:** Effective April 1, 2020: \$21.92 - \$25.53, JJEP Grid 11, Step 1\*

**Schedule:** To be determined with manager. Will include night shifts.

**Hours per week:** 70 hours every two weeks.

**Closing date:** April 2, 2020, at 4:30 pm with a possible extension until a suitable candidate can be found. Applications will not be considered after this date if a suitable candidate has been found.

**Apply to (cover letter, resume, and 3 references):**

Alisha McLain

**Email:**

alisha.mclain@jhsni.bc.ca

**Fax:**

250-286-3650

**Mail:**

140 10<sup>th</sup> Avenue, Campbell River BC V9W 4E3

This position is open to applicants of all genders.

This position requires union membership and the completion of two criminal record checks.

The John Howard Society of North Island is an employment equity employer.

\*All JJEP/Paraprofessional positions are subject to wage grid levels. Positions begin at Step 1 and are increased to Steps 2 through 4 based on number of hours worked.

## Job Description

<i>Job Title:</i>	Adult Supportive Housing Worker
<i>Work sites:</i>	Courtenay
<i>Program:</i>	Supportive Housing Program
<i>Benchmark:</i>	Integrated: Adult, Youth and/or Child Worker + Residence Worker
<i>Grid Level:</i>	11
<i>Reports To:</i>	Program Manager
<i>Prepared Date:</i>	January 11, 2019
<i>Approved By:</i>	Executive Director
<i>Approved Date:</i>	January 19, 2019
<i>Revised and Approved by ED:</i>	
<i>Reviewed:</i>	

### Job Summary

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Assists clients to live successfully in residential settings, such as supportive housing programs. Identifies client needs and risks, including physical, emotional social, vocational, and medical, and provides skill building in identified areas. Develops and implements short-term, issue-specific intervention plans within program guidelines. Plans and conducts individual and/or group counselling sessions using basic counselling techniques.

### Key Duties and Responsibilities

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1. Gathers information relevant to the client's problems, needs, and risks by interviewing, observing behaviour, meeting with service providers and others, and using a variety of inventories, checklists, and questionnaires. Reviews the information gathered to identify problems, needs and risks.
2. Develops and implements short-term, issue-specific intervention plans (Personal Service Plan) within program guidelines in consultation with the supervisor.
3. Provides life-skills building in areas such as anger management or self-management techniques, personal care skills and personal finance, meal preparation, and housekeeping.
4. Evaluates the effectiveness of the intervention plan, reports on clients' progress, and discusses related concerns with the supervisor in order to resolve identified problems and move towards defined objectives.

5. Recognizes, analyses, and deals with potential emergency situations such as client's aggressive behaviour to ensure no harm comes to the client and/or the public. Reports problems to supervisor.
6. Plans, prepares and conducts individual or group counselling sessions using techniques such as active listening, conflict resolution, basic counselling, and basic psycho-educational methods to resolve the identified problems, needs and risks.
7. Identifies social, economic, recreational and educational/vocational services in the community that will meet the clients' needs. Liaises with and/or promotes the interests of the clients with other community service providers, resources, and professionals as required. Accompanies clients to meetings and appointments as required.
8. Maintains related records, logbooks, and statistics and provides reports to the supervisor as required.
9. Performs residence maintenance and housekeeping duties such as laundry, sweeping, mopping floors, inventory, shopping, cleaning equipment, and food services.
10. Performs other related duties as required.

## Qualifications

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The requirements listed below are representative of the knowledge, skills, and/or ability required to perform each essential duty satisfactorily.

### Education and Experience

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- Diploma in a related human/social service field
- A minimum of one (1) year recent related experience which should include experience working with high risk adults in helping capacities

Or an equivalent combination of education, training, and experience

### Other Skills and Abilities

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Worker must:

- Demonstrate a level of cultural sensitivity and understanding of the client population's cultural and socio-economic characteristics.
- Have the ability to form a mutually respectful partnership with persons served in which they are helped to gain skills and confidence to address any issues and problems they face.
- Have the ability to accept the differences he or she will find among his or her clients.
- Accept clients' rights to self-determination and individuality, and must not discriminate on the basis of race, ethnicity, language, religion, marital status, gender, sexual orientation, age, abilities, socio-economic status, political affiliations, or national ancestry.
- Have a positive conviction about the capacity of people to grow and change.
- Have the ability to work respectfully in partnership with other team members, including referring authorities.

- Have the ability to set limits and maintain the helping role for the practitioner and to intervene appropriately to meet the needs of the persons served or other family members.
- Have the ability to recognize persons with special needs and make appropriate referrals.
- Have basic computer and Internet skills.

## Other Job Requirements

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- The Supportive Housing Worker must be able to work shift work, including overnights.
- Driving clients may be required to fulfil the job duties. The Supportive Housing Worker must have a valid driver's license and safe, reliable transportation, and must obtain appropriate insurance as per Society policy.
- Two completed, acceptable criminal record checks, one from the Criminal Records Review and one from the RCMP.
- The Supportive Housing Worker will follow the Code of Ethics and the Mission Statement of The John Howard Society of North Island. The Worker will also abide by the relevant rules and regulations set out by BC Housing.

## Diversity

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The John Howard Society of North Island welcomes applications from all qualified applicants including but not limited by those of any gender, race, orientation, or disability. Multilingual skills and multicultural competence are assets.