

## Job posting: Women's Support Worker

Campbell River North Island Transition Society is a fast-growing agency. Are you passionate about helping women and children experiencing abuse or in recovery? If you're looking for an exciting career in a fun organization with the potential to grow where you are also helping women, this is the perfect career for you. This is a union site with the wage being \$23.10 per hour plus 12.2% (25.87 per hour)

Successful applicant will work as part of a team providing counselling, support and crisis intervention.

Excellent communication and crisis management skills. Strong knowledge of violence against women, mental health, and substance misuse

Job Types: Part-time, Casual  
Part-time hours: 25 per week

Salary: \$25.87 per hour

Schedule:

- 12 hour shift
- 8 hour shift
- Day shift
- Holidays
- Monday to Friday
- Night shift
- On call
- Weekend availability

COVID-19 considerations:

All staff must be fully vaccinated to comply with public health order. Enhanced cleaning and sanitizing measures.

To apply email cover letter and resume to [ae@annelmorerehouse.ca](mailto:ae@annelmorerehouse.ca)

## **JOB DESCRIPTION**

**Job Title: WOMEN'S SUPPORT WORKER**

**Classification: Transition House Worker / Adult Youth or Child Worker**

**Grid Level: 11**

Date: October 2005, updated Nov 2017

Author: Valery Puetz

Job Location: Ann Elmore Transition House / Rose Harbour / Women's Centre

Supervisor: Transition House Manager / Housing Manager / WC Manager

Status: Union

### **Job Profile**

#### **Job Summary:**

The Women's Support Worker is a member of the Transition Society team who provides supportive counselling, education, information and referrals to women one on one and in group settings.

#### **Job Duties:**

- 1) Provide in-house facilitated group opportunities for women in the areas of recreation, education, psycho-social-spiritual well being
  - Plan and prepare for in-house groups
  - Facilitate groups for resident women
  - Bring in community professionals for educational groups
  - Provide information and referrals
  - Maintain confidentiality according to Policy and Procedures
  
- 2) Supportive Counselling;
  - Intake of new clients
  - Assess suitability to program
  - Be non-judgmental in approach
  - Provide emotional support
  - Assist with goal setting and follow through
  - Provide information about abuse
  - Make referrals to other resources
  - Provide information about other resources and processes such as legal or justice system
  - Assist women in development of a safety plan
  - Address relapse prevention with recovery clients
  - Monitor client progress and report concerns to supervisor

- 3) Record Keeping;
  - Maintain statistical information as directed
  - Maintain accurate documentation in client files
  - Maintain accurate and up to date records of group activities
  
- 4) Maintain facility environment;
  - Create and maintain a safe, warm and trusting environment
  - Provide mediation between residents in conflict
  - Facilitate resident meetings as needed
  - Work cooperatively with other members of the transition society team
  
- 5) Miscellaneous
  - Abide by CRNITS code of ethics and philosophy
  - Abide by CRNITS Policy and Procedures
  - Maintain confidentiality according to Policy and Procedures
  - Maintain current knowledge of issues related to the abuse of women and children
  - Advocate for clients
  - Continue to upgrade skills through staff and professional development
  - Assist in orientation of new staff and training of practicum students
  - Attend staff meetings regularly
  - Complete special projects as directed by the Transition House Manager
  - Other related duties

### **Working Conditions**

This position involves working in the transition house or Rose Harbour with a transient clientele. It may also include counselling, accompaniment and advocacy for women.

## **Human Profile**

### **Technical Skills**

#### **Education**

- Human Service Worker Diploma or equivalent  
Or
- Equivalent training and experience

#### **Experience**

- 1 year working in community social services

#### **Qualifications/Training**

- Emergency First Aid
- Good communication and crisis intervention skills
- Knowledge and understanding of abuse of women and children
- Group facilitation skills

#### **Requirements**

- Transportation
- Satisfactory Criminal Record check and Criminal Record Review
- Not in an abusive relationship for at least one year (at hire)

### **Performance Skills**

#### **Physical Demands**

- Capable of assisting injured or disabled clients
- Delivery of program activities requires a moderate level of physical fitness i.e. walking, standing, bending

#### **Mental Demands**

- Possesses and is able to apply a feminist perspective
- Ability to interact well with clients in crisis regardless of ethnic, religious, or socioeconomic status, sexual orientation, age, physical or mental ability
- Able to manage stressful work and fluctuating workload
- Able to make sound judgments
- Adaptable
- Has initiative
- Respectful in all communication with clients, staff and other agencies