

JOB POSTING

Job Title:	Overnight Housing Support Worker	Status:	Permanent Part-Time
Program:	Legacy Manor	Start Date:	ASAP
Location:	Abbotsford	Hourly Rate:	\$25-\$26
Hours:	36 hours/week (Line F2) Additional 3 hrs every 2nd Wednesday	Posting #:	26-LM-037
Schedule:	Saturday, 1930-0730; Sunday, 1900-0700 Monday, 2145-0815	Closing Date:	Until filled

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

We are recruiting a Housing Support Worker for Legacy Manor. Located in Abbotsford, Legacy Manor is a 37-unit supported housing program for women seeking an abstinence focused environment. Support workers provide awake management of the site and ensure the wellbeing of residents. A planned meal service offers two meals (breakfast and dinner) daily. Women live independently and have access to staff for support and case planning.

KEY RESPONSIBILITIES:

- Conducts safety and security checks inside of the building and communicates with security personnel regarding monitoring outside safety issues.
- Responds to client emergency and crisis needs during the night as necessary and deals with behavioral issues as appropriate
- Ensures that house regulations, including visitor's policy are followed.
- Maintains accurate reports with regards to residents and ensures that all appropriate documentation is correct and complete.
- Administers medications to residents in accordance with established policy.
- Supports residents with their morning and evening routines at the beginning and end of the shift.
- Performs light housekeeping duties ensuring a safe, clean hygienic environment for all.

QUALIFICATIONS:

- A Diploma in related field plus one (1) year recent experience in a similar environment or equivalent combination of education and experience.
- Substance use and mental health experience.
- Knowledge and understanding of women with complex needs and the government services they interact with.
- Excellent communication skills both written and verbal.
- Understanding of crisis management, risk assessment, trauma, and gender-informed practice, and case management.
- Proficient in MS word, excel, outlook and data entry.
- Excellent communication skills both written and verbal.

- Valid driver's license (Class 5) with satisfactory driving record, an asset.
- Ability to lift up to 30 lbs.

MANDATORY JOB REQUIREMENTS:

- Food Safe Level 1.
- Standard First Aid with CPR-C.
- Evidence of a Tuberculosis Test and compliance with the TB Control Program.
- Doctor's Note of fitness required.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).

Benefits:

- Company events
- Employee assistance program
- Paid time off
- Vision care
- Dental care
- Extended health care

EFry is committed to creating an inclusive and equitable environment where all those participating in the organization are valued for their differences. We encourage and welcome applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, indigenous communities, diverse sexual and gender identities, various religious backgrounds, women, and those with disabilities. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

Interested candidates must submit a cover letter and resume to hiring@efry.com with the subject line **HSW 26-LM-037**.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted. Previous applicants are encouraged to apply.