

JOB POSTING

Job Title:	Overnight Shelter Support Worker	Status:	Part Time
Program:	Rosewood, Surrey	Hourly Rate:	\$25.55
Hours:	30 hours/week (Line A15)	Posting #:	25069-RS
Schedule:	Wednesdays, Thursdays & Fridays 2200 -0800	Closing Date:	November 12, 2025

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 for a Part Time, Overnight Shelter Support Worker for our Rosewood program. Located in Surrey, Rosewood is a 40-room shelter for women and their children. Shelter Support Workers provide awake around the clock support and management of the day-to-day operations of communal living by providing assistance and support to make plans to address their immediate crisis needs and housing plans. Staff provide women with service navigation and community linkages to address their identified needs.

KEY RESPONSIBILITIES:

- Monitor residents during night hours and ensure their safety.
- Take care of residents' night needs (medical or otherwise) and address any behavioural problems.
- Notify the supervisor if any problems arise and maintain good written and verbal communication with day staff during shift change.
- Carry out orders regarding specific residents left by the day staff.
- Ensure that house regulations are followed. Depending on resident type, may monitor curfew regulations and report to appropriate authorities if not obeyed.
- Use appropriate procedures to provide assessment and intake for new arrivals during night hours.
- Maintain accurate reports with regard to residents and ensure that all appropriate documentation is correct and complete.
- Perform light housekeeping duties (vacuuming, dusting, emptying garbage, cleaning, laundry) and basic building maintenance (e.g., changing light bulbs). Report maintenance needs to the supervisor.
- Maintain up-to-date knowledge of internal fire regulations and other emergency procedures.
- Assist in meal preparation and maintaining the food inventory.
- Occasionally provide intake services for clients.
- Perform other related duties as required.

QUALIFICATIONS:

- Diploma in related field plus one (1) year recent experience in a similar environment or equivalent combination of education and experience.
- Must have knowledge of homelessness, women's mental health issues, substance use and addiction issues, community resources and issues related to poverty.

- Good working knowledge of legislation and policies related to Social Assistance & Mental Health Act.
- Knowledge and understanding of women with complex needs and the government services they interact with.
- Understanding of crisis management, risk assessment, overdose response, trauma, gender-informed practice, and case management.
- Proficient in MS word, excel, outlook and data entry.
- Excellent communication skills both written and verbal.
- 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).
- This position requires union membership.

EFry is an equal opportunity employer and is committed to building a diverse workforce and strongly encourages applicants that represent those we serve. We welcome applicants with non-traditional educational backgrounds and field experience.

Interested candidates must submit a cover letter and resume to hiring@efry.com by no later than November 12, 2025, with the subject line OSSW 25069-RS.

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