

JOB POSTING

Job Title:	Senior Worker	Status:	Temp (until Dec 2026)
Program:	Legacy Manor	Start Date:	ASAP
Location:	Abbotsford	Rate Range:	\$30 - \$33
Hours:	40 hours/week	Posting #:	25-LM-038
Schedule:	Monday, Tuesday, Thursday, Friday 0730-1530 Wednesday, 0800-1600	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 temporary Senior 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:

- Interviews clients to prepare case histories and background information for which confidentiality is required.
- Schedules and supervises residence staff and monitors daily residence operations. Assists in the recruitment, selection and orientation of staff and provides guidance to staff on policies, procedures, techniques or other matters arising in the residence.
- Provides monitoring of the building and residents to ensure the safety of the program, staff, and clients. Recognizes potential crisis situations, analyzes the situation accurately, develops strategies to deal with the situation, and informs the supervisor when such incidents arise.
- Provides basic life skills and behaviour management training to clients. Facilitates physical, recreational, social and educational activities. Provides clients with a positive role model. Plans, prepares and conducts weekly house meeting, one-to-one supervision and support meetings with residents to assist clients in determining goals and attaining them.
- Provides emotional support and feedback to residents'. Supports clients toward integration and normal functioning in the community.
- Maintains necessary client and program reports and statistics. Ensures that all required documentation is accurate and complete.
- Identifies social, recreational and educational services in the community that will meet the clients' needs. Maintains liaison with other agencies, professionals, government officials and the community.
- Monitors the operations of the residence including quality control concerning cleaning equipment, indoor and outdoor maintenance, inventory and food services.
- Input into meal schedule and preparation, including food inventory. Participates in housekeeping tasks.

- Maintains a thorough knowledge of community resource that will meet resident's needs. Provides liaison, education and advocacy for community agencies, other professionals and neighbourhoods on issues concerning the residents.
- Performs other related duties as required.

QUALIFICATIONS:

- A degree in a related field or the equivalent combination of education and experience totaling 5 years is required for the position.
- 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 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
- Casual dress

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 **SW 25-LM-038**.

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.