

## **EXTERNAL**

**Position:** Overnight Worker  
**Program:** Legacy Manor  
**Location:** Abbotsford  
**Schedule:** Tues-Fri 2200-0800  
(40 hrs/wk)

**Type:** Full-time (Perm)  
**Posting #:** 2420-HSW-C2-210211  
**Hourly Rate:** \$20.25  
**Closing Date:** Open 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.

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**

- Maintains a warm, safe supportive atmosphere through engaging with tenants and building rapport and goodwill while monitoring Manor's building during night hours and ensuring safety of tenants
- Conducts scheduled interviews, and tenant registration for housing units.
- Provides tenants with support as needed and responds to client emergency and crisis needs and deals with behavioural issues as appropriate.
- Maintains daily records of operations and tenant interaction as necessary and notifies supervisor if any problems arise.
- Performs light housekeeping duties ensuring a safe, clean hygienic environment for all.

### **EDUCATION & EXPERIENCE**

- A two year Diploma in related field plus over two years' experience in a similar environment or equivalent combination of education and experience.
- Addictions and mental health experience is a plus.
- Knowledge and understanding of women with complex needs and the government services they interact with.

### **SKILLS AND ABILITIES**

- Excellent communication skills both written and verbal
- Understanding of crisis management, risk assessment, trauma and gender-informed practice, and case management
- Proficient in Microsoft Office software programs

### **JOB REQUIREMENTS & EXPECTATIONS**

- Food Safe Level 1 and First-Aid Certificates, including CPR C required
- 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)
- Must be able to lift up to 30 lbs.

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 [humanresources@elizabethfry.com](mailto:humanresources@elizabethfry.com)

**Please note only short listed candidates will be contacted for interview. No phone calls please.**