

**JOB POSTING**

<b>Position:</b>	<b>Senior Practitioner</b>	<b>Type:</b>	<b>Full-time</b>
<b>Program:</b>	<b>Rosewood</b>	<b>Posting #:</b>	<b>24-105</b>
<b>Location:</b>	<b>Surrey</b>	<b>Hourly Wage:</b>	<b>\$35.12</b>
<b>Schedule:</b>	Sun- Tue 13:00-21:00 Wednesday 12:00 to 20:00 Thursday 13:00-21:00	<b>Closing Date:</b>	<b>April 05,2024</b>

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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 Full-time Senior Practitioner for the Rosewood Shelter in Surrey.** Rosewood is a 40 room shelter for women and their children. Senior Practitioners provide around the clock support and management of the day-to-day operations of communal living by providing support to make plans to address immediate crisis needs and housing plans. Staff provide women with service navigation and community linkages to address their identified needs.

**KEY RESPONSIBILITIES:**

- Assists with recruitment efforts including participating in selection, interviews and conducting orientations for staff and volunteers.
- Provides direction to staff of policies, procedures, techniques, or other matters arising within the shelter.
- Participates directly in the provision of services to resolve difficult or sensitive issues/problems, provides feedback regarding contract issues and may participate in internal and external committees representing the society or management.
- Providing the necessary support and guidance on conflict resolution for staff and clients and informing the Program Supervisor of concerns.
- Ensures that the residence functions within the operation budget for the year and assists senior management in the preparation of the budget.
- Support staff to provide trauma informed and anti- stigma lens to effectively assist clients with services and resources including child services, addictions, and mental health.
- Accurately maintains client files, on-line databases and submits necessary documentation, program receipts, and funders' reports in accordance with program workplan.
- Working in collaboration with the Program Supervisor and Senior Workers, provides supervision and leadership support for the team including training to enhance competency and knowledge, one to one support, following up on daily tasks and ensuring consistent program delivery within contract standards.
- Maintains and provides necessary reports and statistics on residents and ensures all required documentation is accurate and completed on a monthly, quarterly, and annual basis.

- Leading weekly staff meetings and providing group facilitation.
- Identifying health and safety issues at the facilities, ensuring the appropriate steps are immediately taken to mitigate risks and concerns.
- Reviewing operational procedures to ensure they are accurate, and all staff are adhering to operational best practices.
- Performing other ad-hoc duties as required by the program or the Program Supervisor

#### **EDUCATION AND EXPERIENCE**

- Diploma in human services or related field, or the equivalent combination of education and experience totaling five (5) years.
- Three (3) years previous experience in a similar environment with demonstrated knowledge of community resources.
- Knowledgeable in areas of homelessness, women's mental health issues, substance use and addiction issues, community resources and issues related to poverty.

#### **SKILLS & ABILITIES**

- Strong communication skills both written and verbal.
- Strong organizational, advocacy and time management skills
- Experience with leading or managing teams.
- Strong Interpersonal skills
- Knowledge of theory, principles and practices of Housing First Approach and trauma-informed care.
- Experience working with homeless populations, addiction, mental health, and poverty issues.
- Crisis management, mediation, de-escalation skills are essential in dealing with both clients and staff.
- Case management, electronic reporting and participant interviewing and assessment skills required.
- Understanding of community-based programs and Ministry regulations regarding entitlements
- Knowledge of social assistance services as provided by the Ministry of Social Development
- Proficient in Microsoft Office including Outlook, Word and Excel.

#### **MANDATORY REQUIREMENTS**

- Standard First Aid with CPR-C
- Doctor's note of medical fitness required.
- Local Police search and Provincial Vulnerable Sector Criminal Record Clearance required.
- Valid BC driver's license and access to a vehicle
- Satisfactory driver's abstract

EFry actively promotes a program of equity and equal opportunity to ensure equal access to employment opportunity for all persons.

**Interested candidates must submit a cover letter and resume to [hiring@efry.com](mailto: hiring@efry.com) by the deadline of April 5, 2024 with the Job Posting SP #24-105 in the subject line.** Please note only short-listed candidates will be contacted for interview.