

## JOB POSTING

<b>Job Title:</b>	<b>Senior Worker - Intake Specialist</b>	<b>Status:</b>	<b>Temporary (until Dec 2025)</b>
<b>Program:</b>	<b>Sequoia at Firth, Abbotsford</b>	<b>Hourly Rate:</b>	<b>\$35.29</b>
<b>Hours:</b>	<b>38.5 hours weekly</b>	<b>Posting #</b>	<b>24-SE007</b>
<b>Schedule:</b>	<b>Tuesday – Friday, 7:00am – 3:00pm Saturday, 7:00am – 1:30pm</b>	<b>Closing Date:</b>	<b>Until Filled</b>

---

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 Senior Worker - Intake Specialist for our Sequoia at Firth Program.** Located in Abbotsford, the Sequoia at Firth Residence Program is a provincial specialized substance use treatment program that serves women and gender diverse people with severe and high-risk substance use dependency as a primary concern and who may have co-occurring moderate mental health care needs. The average length of stay will be 3-months, or longer when clinically indicated. The program is strengths-based, trauma-informed, culturally safe, and concurrent disorder capable care delivered through evidence-based therapeutic interventions. The goal of the program is to provide evidence-based treatment, education, and support, through a multidisciplinary team, to reduce problematic substance use, and improve overall health and social wellbeing.

### **KEY RESPONSIBILITIES:**

- Support the admission process by assessing client needs, gathering information, assessing risk, determining service priorities, collaborate with the team to determine care plan, assess the need for emergent crisis intervention.
- Liaise with care providers, service providers and stakeholders, including community MHSU, tertiary and acute care, government ministries.
- Provide follow-up care as needed, including referral to community based MHSU, primary health and dental care, vocational programs, recreational programs, peer support groups.
- Facilitate transitions into the program from home community or care-based setting, and coordinate transitions to community at the end of program for clients.
- Schedule staff and monitor daily operations. Assist in the recruitment, selection and orientation of staff and provide guidance to staff on policies, procedures, techniques or other matters arising at the site.
- Provide monitoring of the building and site to ensure the safety of the program, staff and clients. Recognize potential crisis situations, develop strategies to address the situation.
- Establish, maintain and enhance therapeutic relationships based on respect with client. Engage others in treatment planning and evaluation, provides follow-up planning, support clients to manage self-care, encourages informed decision making and empowers client to improve quality of life.
- Provide basic life skills and behaviour management training to client. Facilitates physical, recreational, social and educational activities. Plans, prepares and conducts weekly house meeting,

one to one supervision and support meetings with clients.

- Maintain client records and program documentation, in accordance with policies and procedures.
- Monitor the day-to-day operations of residence to ensure quality control in adherence to licensing regulation.

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in social work, counselling, psychology or other relevant health related discipline.
- Two (2) years recent experience working with clients and families affected by substance use disorders, mental illness, and the justice system, or an equivalent combination of education, training, and experience.
- Understanding of substance use disorders, mental illness, concurrent disorders and treatment, and of the principles of recovery.
- Experience working with health authorities and government ministries and agencies (MSDPR, CSC).
- Demonstrated client assessment and case management skills.
- Knowledge of Trauma-Informed Practice and its application to the defined population of client.
- Knowledge of culturally safe care, and gender-informed service delivery.
- Experience working in a licensed facility is an asset.
- Excellent communication skills both written and verbal.
- Ability to lift up to 30 lbs.

**ADDITIONAL JOB REQUIREMENTS:**

- Food Safe Level 1.
- Standard First Aid with CPR-C.
- Evidence of COVID-19 vaccination status.
- Evidence of a Tuberculosis Test and compliance with the TB Control Program.
- Doctor's Note of fitness required.
- Enhanced Security Screening & satisfactory Criminal Record Review (Vulnerable Sector Search).
- Valid driver's license (Class 5) with satisfactory driving record.

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 Internal candidates must submit a cover letter and resume to [hiring@efry.com](mailto: hiring@efry.com) with the subject line Internal INT 24-SE007.

Interested External candidates must submit a cover letter and resume to [hiring@efry.com](mailto: hiring@efry.com) with the subject line External INT 24-SE007.

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

