

**Position** : **Shelter Support Worker** **Closing Date** : **Open until filled**  
**Type** : **On Call (varied shifts/round-the-clock)** **Location** : **New Westminster**  
**Nature of Work:** **AM/PM, Overnight Weekend & Statutory holidays** **Posting #1** : **2301-042020**

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We are a human rights and social services charitable not-for-profit agency for women and girls affected by the justice system.

EFry is committed to the belief that people are willing and able to take responsibility for their own lives if provided with the resources, opportunities and skills to do so. We value working together with others who are committed to equality, fairness, and opportunity for those we serve.

We offer good wages and 4% vacation.

#### **KEY RESPONSIBILITIES:**

- Manage the overall functioning of the program and the residents
- Establish rapport and provide a warm, safe supportive environment to women
- Record all activities and interactions with participants
- Perform light housekeeping duties ensuring quality control for all equipment and maximum cleaning effectiveness

#### **EDUCATION & EXPERIENCE:**

- 4th Year student or completion of 4 year post- secondary or combination of diploma in social services
- Minimum one year previous experience in a residential environment preferably with addictions and mental health
- Good working knowledge of legislation and policies related to Social Assistance, Mental Health Act and Child, Family & Community Service Act

#### **SKILL & ABILITIES:**

- Excellent communication skills both written and verbal
- Understanding of crisis management, risk assessment, trauma and gender-informed practice
- Proficient in MS word, excel, outlook and data entry

**JOB REQUIREMENTS & EXPECTATIONS:**

- Food Safe Level 1 and First Aid Certificates, including CPR C required
- TB test
- Local Police Information and Provincial Clearance checks
- Shelter locations are transit accessible. Valid driver's licence and driver's abstract are required if you drive for work.
- Must be able to lift up to 20 lbs.

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

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.**

