

<b>Position:</b>	<b>Housing Support Worker-Overnight</b>	<b>Closing Date:</b>	<b>Open Until Filled</b>
<b>Status:</b>	<b>Full-time</b>	<b>Location:</b>	<b>Abbotsford</b>
<b>Nature of Work:</b>	<b>C1 C2-Tues-Fri:2200-0800(40 hrs/wk)</b>	<b>Posting #1:</b>	<b>2420 - 092020</b>

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Legacy Manor is a 37 semi-independent housing units in Abbotsford that provides women the support and assists the need to live independently. It offers women with a history of homelessness or who are at risk of homelessness with housekeeping apartments and two meals a day.

EFry is human rights based social agency interested in working with others committed to equality, fairness, and opportunity for those we serve.

### **JOB SUMMARY**

Provides a range of supports, serving homeless/at risk individuals, such as medication administration, crisis intervention, resource acquisition, health and recreational groups and general problem solving.

### **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 2 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.

### **JOB REQUIREMENTS & EXPECTATIONS**

- Excellent English 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
- Negative TB Test
- Willingness to obtain Food Safe Level 1 and Standard First Aid with CPR-C
- Doctor's Note of fitness required
- Ability to obtain Criminal Record Check for children and vulnerable adults (local, provincial)
- Applicants with a driver's license are preferred
- Satisfactory record of driver's abstract

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.**

