

**EXTERNAL**

<b>Position</b> :	<b>Residential Support Worker</b>	<b>Closing Date</b> :	<b>Open Until Filled</b>
<b>Type</b> :	<b>Part-time (16 hrs)</b>	<b>Location</b> :	<b>Surrey</b>
<b>Nature of Work:</b>	<b>Sat &amp; Sun: 1200-2000</b>	<b>Posting #1</b> :	<b>2302-102020-Line F (in the bargaining unit)</b>

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls and children at risk, involved in nor affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness and crime.

Located in Surrey, Cynthia’s Place is a temporary shelter home for 14 homeless single women, or women and their children. Support workers provide awake around the clock support and management of the site for residents providing assistance and support to make plans to address their immediate crisis needs and housing plans. Staff and residents participate in the day-to-day living tasks involved in communal living.

**KEY RESPONSIBILITIES:**

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

**EDUCATION & EXPERIENCE:**

- Diploma in human services, addiction and mental health, social work or in any related field
- Minimum one-year previous experience working with children in a residential environment
- Previous direct program delivery experience in the community social services sector with a demonstrated working knowledge of a specific community-based program and related provincial and community support is preferred
- Working knowledge of issues impacting women who experience poverty, trauma and homelessness, addictions and mental illness
- 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
- Doctor’s note of medical fitness required
- Local Police Information and Provincial Vulnerable Sector Criminal Record Clearance required
- Valid Class 5 driver’s licence required
- 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.**

