

JOB POSTING

Transformational Housing Support Worker



ABORIGINAL MOTHER CENTRE SOCIETY

The Aboriginal Mother Centre Society is a non-profit organization that provides an environment where Aboriginal mothers and their children thrive in an equitable and supportive community that is rich in cultural and holistic values. "Under One Roof", AMCS provides housing for Aboriginal mothers and their children who are homeless, at risk of homelessness, or that have had, or are at risk of having their children apprehended. AMCS supports families in their goals to regain and retain their children and achieving self-sufficiency. AMCS is dedicated to supporting Aboriginal families by providing cultural, traditional services through a holistic grass roots approach.

Job Title Transformational Housing – Support Worker

Name of Facility Aboriginal Mother Centre Society

Reports To Transformational Housing Manager

Job Summary The Transformation Housing Support Worker works in accordance with the mission and philosophy of the Aboriginal Mother Centre. The Transformational Housing Support Worker carries out a variety of duties related to the operation of Transformational Housing Suites including providing support that meets the needs of families entering the home including but not limited to the provision of food, clothing, and support toward the resolutions of issues, accepting referrals based on predetermined criteria, and orienting residents.

The Transformational Housing Support Worker deals with the public, other service agencies and professionals involved in the support of the clients.

The Transformational Housing Support Worker recognizes and responds to their duty to report allegations of abuse or neglect in accordance to the *Child, Family and Community Services Act (CFCSA)*.

Hours of work are shift-work – must be available to work all three shifts, Morning, Evening and Graveyard

Key Responsibilities Household Management:

- Facilitates regular house meetings with residents to address issues arising from communal living; coordinates purchasing supplies and receiving donations; ensures units are prepared for new residents; maintains inventory; ensures the transformation suites are kept – safe, hygienic, in good repair and maintenance; maintains compliance with health and safety standards; works closely with the Transformational Team to develop and maintain necessary policies, procedures, forms and records.
- Janitorial duties include: Cleaning of suites, mopping, sweeping, and other related duties.

Direct Services:

- Provides emotional support and crisis intervention; helps develop and implement supportive programs;
- Completes up-to-date documentation on clients and program activities and assists in the development of reports required by funders;
- Provides client programs including but not limited to parenting, life skills etc.
- May supervise volunteers.
- In consultation with the TH Manager, accepts or declines families for the Transformation Housing (TH) based on established criteria.
- Providing referral services to families not suitable for TH.
- Welcomes new families to Transformation Housing, orienting them to the housing program and informing them of the supports available, policies that are applicable and making families comfortable through methods such as providing support, supervision, offering food/available clothing.
- Assists in the development of Resident's progress plan and identifying outcomes during stay.

- Coordinates community (AMCS approved) ceremonies for welcoming babies.
- Assists families through methods such as identifying and sharing information on a variety of external community/government resources including services providing housing, health, addiction, legal and financial needs.
- Follows up on immediate family crisis by performing notifying appropriate support and service agencies or groups.
- Completes and maintains related manual and computerized records and documentation by performing duties such as documenting interactions with clients, maintaining statistical data, completing individual files, medication charts and accounting forms.
- Performs a variety of janitorial duties and running errands.
- Assists families with self-care skills through methods such as providing support and encouragement to families to maintain personal hygiene, housekeeping, meal planning and preparation, financial obligations and appointments
- Provides assistance to families and guests in need, through methods such as providing first aid, provides health related information to medical workers.
- Participates as a team member with other staff to ensure a safe and caring environment by performing duties such as responding to emergencies and supporting others through methods such as sharing knowledge and information.
- Observes families and their environments to ensure the safety of families and the premises by performing duties such as reporting health concerns or unsafe conditions, incidents and/or behaviors, interacting with families including observing behavior, investigating disturbances, dealing with family emergencies in accordance with guidelines and reporting incidents to appropriate staff or authorities. Defuses volatile situations through methods such as non-violent crisis intervention techniques. Records observations for communication to other staff.
- Implement the Responsible Activity Therapy rotations for common areas – chore lists for residents
- Assists in providing orientation to new employees or students by performing duties such as familiarizing individuals with the policies and procedures or equipment of the facility and/or work area and demonstrating work procedures.
- Performs other duties related to the successful operations of the AMC.

Region Vancouver, East
Start Date ASAP

Employment Terms Full Time
Closing Date Friday May 8, 2019

Salary \$ TBD

Hours of Work 37.5 Hours Weekly - shift-work – must be available to work all three shifts, Morning, Evening and Graveyard

Additional Notes Due to the nature of the work environment, it is required that all staff members perform duties beyond their job description, such as, but not limited to, answering phone, taking messages, helping other employees with organizing community events, and assist regardless of the program.

Contact Information

Please submit your Cover Letter (Please Self Identify if you are of Aboriginal Ancestry) and resume to:

Contact Name Danella Angus

E-Mail Address th@aboriginalmothercentre.ca

Mailing Address 2019 Dundas Street, Vancouver, BC V5L 1J5

Please no Telephone Calls

Thank you for your application; AMCS will only contact successful candidates that meet the requirements for an interview.
 For more information or other employment opportunities, please visit our website.