HELPING SPIRIT LODGE SOCIETY (HSLS)

ON CALL/CASUAL TRANSITION HOUSE SUPPORT WORKER

JOB POSTING

SPIRIT LODGE is a first-stage transition house for abused and battered women and children. The Casual Support Worker will carry out the purpose and objectives of SPIRIT LODGE according to the HSLS guidelines, policies and procedures.

Job Description:

- To provide services to residents in accordance with the Society's mandate in conjunction with the Team Leader and the rest of the team
- Strict confidentiality requirements will be adhered to in all matters relating to the work of the Society, staff and residents
- To offer support and appropriate referrals to residents
- Knowledge of Family Violence Dynamics
- Experience in front line and crisis intervention an asset
- To be responsible and accountable
- To be able to take initiative and work independently
- First Aid Certificate
- A team member with personal attributes
- Knowledge of First Nations organizations an asset

Job Duties:

- Review staff minutes, memos and directives ~ implementation and a clear understanding of all action plans
- Intake process
- Assess and referrals to residents
- Knowledge of community based programs and services
- Security checks to be completed three times per shift and recorded as per inventory sheet
- Logging information to include: incoming calls, faxes, mail, and various inventories
- Logging incoming/outgoing residents, staff, visitors
- Housekeeping duties
- First Aid applications
- Able to work in a team setting as well as individually

Closing Date: Job posting will remain open until position is filled

Please submit a cover letter with resume to:

The Hiring Committee/Competition #124/Helping Spirit Lodge Society
Family Violence Centre
3965 Dumfries Street
Vancouver, BC V5N 5R3
Fax: (604) 873-4402