

 ST. JOHN'S WOMEN'S CENTRE
 MARGUERITE'S PLACE
 SAFE HARBOUR OUTREACH PROJECT

RELIEF HOUSING SUPPORT WORKER

Position Scope

All staff positions at Marguerite's Place Supportive Housing are employed by the St. John's Status of Women Council. The St. John's Status of Women Council/Women's Centre is a feminist organization that since 1972 is continually working to achieve equality and justice through political activism, community collaboration and the creation of a safe and inclusive space for all women in the St. John's area.

Marguerite's Place is a supportive living program for single women over the age of 30, providing 24-hour, 7 day per week on-site support and programming for residents.

The Housing Support positions are permanent positions reporting directly to the Housing Social Worker/Team Lead. Housing Support staff work in consultation with the Program Coordinator and Social Worker to implement Marguerite's Place housing programming and serve as a part of the circle of care for residents.

Housing Support staff are responsible for ensuring that there is a safe environment for the residents. They use conflict resolution and mediation skills to prevent and manage crisis, as well as de-escalate anger. Housing staff assist with the development of support plans for residents and programming. Housing Support Staff operate the security system and monitor entries /exits from the building while on-site. They also assist with a variety of other duties as required, including statistics collection, reporting, research and logistical support.

Major Responsibilities & Typical Duties

- Provide support to residents
- Deliver programming
- Facilitate resident meetings and meals
- Manage crisis situations
- Monitor security system and conduct building checks
- Data entry
- Research
- Programming logistics, including food preparation and room set up

- Provide limited support to former residents
- Maintaining common areas, including garbage collection & disposal
- Reporting maintenance concerns
- Provision of harm-reduction supplies
- Other duties as required

Qualifications

Mandatory Current Criminal Record Screening Certificate

Consideration will be given to a combination of the following skills and experiences:

Education

- Completion of post-secondary education preferably in human services

Specialized Training

- CPR/ Standard First Aid
- ASIST (Suicide Intervention)
- Therapeutic Crisis Intervention

Skills & Experience

- Good computer skills
- Strong written & oral communication skills
- Feminist analysis
- Experience working in non-profit organizations and boards preferred
- Experience working in a women's shelter or residential program (or other direct service delivery to homeless women) an asset
- Experience working with survivors of abuse and consumers of mental health preferred

Hours of Work

- Shift work; on-call basis
- 8:00 am – 8:00 pm; 8:00 pm – 8:00 am; 4:00 pm – 12:00 am

Nature & Extent of Supervision

- This position is highly independent and will report to the Housing Social Worker/Team Lead
- This position requires working alone.