

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

TEMPORARY, FULL-TIME HOUSING SUPPORT WORKER **12 months with possibility of extension**

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

- 40 hours per week, shift work
- 8:00 am – 8:00 pm; 8:00 pm – 8:00 am; 4:00 pm – 12:00 am; 12am – 8am

Nature & Extent of Supervision

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