



♀ ST. JOHN'S WOMEN'S CENTRE
♀ MARGUERITE'S PLACE

☔ SAFE HARBOUR OUTREACH PROJECT
🌿 MANAGED ALCOHOL PROGRAM

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RELIEF HOUSING SUPPORT WORKER (on call, shift work)

Relief Housing Support Workers are responsible for ensuring that there is a safe environment for residents of Marguerite's Place supportive living facility. They use conflict resolution and mediation skills to prevent and manage and de-escalate crises and provide support in all situations. Housing staff assist with the development of support plans for residents and programming. Housing Support Staff operate the security system, do regular building checks, and monitor entries /exits from the building as required. They also assist with a variety of other duties including statistics collection, reporting, research and logistical support.

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. Marguerite's Place is trans inclusive and practices trauma-informed and harm reduction approaches. Relief Housing Support workers report directly to the Marguerite's Place Coordinator and serve as a part of the circle of care for residents. This position is highly independent and does require the staff to work alone.

All staff positions at Marguerite's Place are employed by the St. John's Status of Women Council (SJSWC). The SJSWC 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.

The SJSWC values the important perspectives that diversity brings, both in our organization and in our community; we recognize and are taking steps to ensure our hiring practices reflect that value. Our goal is to attract, develop, and retain volunteers and employees from diverse backgrounds, aiming to reflect the diversity of our community within our organization. Applications are encouraged from women (transgender and cisgender) and non-binary people who identify as Indigenous, Black, and people of colour, people who are differently abled in visible and/or invisible ways, 2SLGBTQIA+, people with experiences in substance use, sex work, and people with experience in the criminal justice system, as well as people who have faced other systemic barriers, marginalization, and oppression. We value the contributions that each person brings and are committed to ensuring full and equal participation in our organization.

Duties and Responsibilities

- 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

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 or non-binary people) an asset
- Experience working with survivors of abuse and consumers of mental health preferred

The person employed in this position must be eligible to work in Canada and upon being offered the position must submit a certificate of conduct (police records check) – please note the certificate of conduct does not have to be clear and any existing records will be discussed confidentially.

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, 12:00am – 8:00 am)

Salary: The starting salary for this position is \$20.00/hour

Closing Date: Sunday, 16 May 2022 – 4pm Newfoundland Time.

Please email a cover letter and resume to: [hiring@sjwomenscentre.ca](mailto: hiring@sjwomenscentre.ca)

Applications without a cover letter will not be considered