



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

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St. John's Women's Centre and Marguerite's Place Support Worker

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 and nonbinary people in the St. John's area.

The Women's Centre is a low barrier and welcoming space for women and nonbinary people to come and meet with staff, participate in programming and groups, and meet others in the community.

Marguerite's Place is designed to meet the needs of single women and non-binary people over the age of 30, without dependents in their care, living on low income, and facing barriers to stable housing. We assist residents who want additional support to maintain housing and utilize a harm reduction approach, meaning applicants do not have to be sober to apply or be accepted. The Women's Centre and Marguerite's Place are trans inclusive - we serve women and nonbinary people.

Position Scope:

This position is a dual role, split between The Women's Centre and Marguerite's Place. The **Women's Centre portion** of the role will require delivering and promoting program activities with other members of their immediate team. The worker will provide direct support to individuals through the provision of programming, informal counselling and support, information sharing, and referrals within the Women's Centre.

The **housing support portion** of the role requires ensuring that there is a safe environment for the residents of Marguerite's Place. Housing support assists with the development of support plans for residents and delivering programming. Housing support assists with a variety of other duties as required, including systems navigation, statistics collection, reporting and logistical support. The role will require conflict resolution, mediation skills and deescalation to prevent and manage crises

Major Responsibilities & Typical Duties:

- Work productively within a team to ensure the smooth day-to-day operations of Marguerite's Place and the Women's Centre.
- Engage participants coming into the Centre through relationship building and trust.
- Provide appropriate information, resources, and to other support services, to both internal and external organizations.
- Build and maintain respectful working relationships with external community partners.
- Provide Intakes for Right Here, Right Now Counselling program.
- Oversee Boutique program on Thursdays – sorting, organizing, and delivering program.
- Provide support and manage emergency and crisis situations as they arise.

- Perform administrative tasks such as reception support, communications, information management of service statistics.
- Participate in regular staff meetings.
- Observe work related requirements such as punctuality, meeting deadlines, and working with or without direct support.
- Provide support and systems navigation to Marguerite's Place residents.
- Support planning and delivering programming with Marguerite's Place residents.
- 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.
- Data entry
- Other duties as required

Qualifications, Skills, & Experience:

- CPR/ Standard First Aid
- ASIST (Suicide Intervention) (
- Therapeutic Crisis Intervention is an asset.
- Experience working in non-profit organizations is preferred.
- Experience working in a women's shelter or residential program (or other direct service delivery to homeless women and other marginalized genders) an asset.
- Experience working with survivors of abuse and consumers of mental health services preferred.
- Educational background in social services or human services.
- Knowledge and prior work experience in a community-based center, understanding of the impacts of poverty, violence, mental illness, substance use and stigma. Understanding of the principles of outreach work.
- Knowledge of community-based resources and services, and experience of supporting individuals to navigate the system such as housing, legal, income support, health. ● Experience working with women and nonbinary people who experience homelessness, health issues (both physical and mental); addictions; abuse; and social isolation and violence. ● Understanding of strategies that promote community and empowerment.
- Ability to develop effective and productive relationships with program participants, co-workers, and external agencies.
- Strong communication skills, both written and oral.
- Administrative and organizational skills, including an understanding of Microsoft software such as Word, Excel and Powerpoint.

Hours of Work

- This position is full time.
- General office hours are between 8:30am-4:30pm however this position requires flexibility and

some evening work, depending on program need.

Nature & Supervision

- Term contract until March 31, 2023 (6 month contract)
- Performance evaluation once per annum.
- The probationary period is three months

Hourly Wage: \$25/per hour

To apply: Send cover letters and resumes to [hiring@sjwomenscentre.ca](mailto: hiring@sjwomenscentre.ca) (with subject line Women's Centre Support Worker) **by 4pm August 29th, 2022.**

EQUITY STATEMENT

SJSOWC embraces diversity and is committed to greater equity in our program and our employment. Our goal is to attract, develop, and retain skilled and strong volunteers and employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives. In line with this, preferences will be given to and applications are encouraged from women (transgender and cisgender) and non-binary people who are: Indigenous, Black and people of colour, people living with disabilities, women with experiences in substance use, sex work, and women with experience in the criminal justice system. We encourage applicants to self-identify any marginalized experiences and identities in their application with the knowledge that disclosed experiences will remain confidential.