



## **TEMPORARY, FULL-TIME HOUSING SUPPORT WORKER**

**3 months with possibility of extension based on continued program funding**

**Earliest possible start date - March 31, 2023**

### **Position Scope**

Being a Housing Support Worker at Marguerite's Place means being ready for anything. Whether that be an evening of chatting with residents and building a puzzle or supporting someone through a moment of crisis or simply sitting around to tea and cookies. Everyday can look different, but you will be empowered to develop and build programming that supports the needs and interests of residents, to grow in your knowledge and understanding of harm reduction, and to be part of a team working together to support people who have found a home at Marguerite's Place.

From the comfort and safety of their own apartments, Marguerite's Place assists women (inclusive of trans and cis women) and non-binary people to move toward living in 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 those 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. We strive to promote understanding that those who are in any way shape or form displaced, removed, or willingly/forced to leave previous housing situations deserve the right to judgment free, exploitative free, and violent free means of living.

The SJSWC values the important perspectives that diversity brings, both in our organization and in our community; we are taking steps to ensure our hiring practices reflect that value. 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, preference 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 who are differently abled in both visible and/or invisible ways, people with experiences in substance use, the sex trade, and people with experience in the criminal justice system.

If you require an accommodation at any stage of the recruitment and selection process, please let us know and we will do our very best to meet your needs.

### **Duties and Responsibilities:**

#### **Individual Support (75%)**

- Provide trauma informed support to residents and, in a limited way, former residents.
- Develop and deliver programming that is based on the needs and interests of residents. This can include facilitating resident meals and meetings, alongside other logistics required for successful programming.
- Support people when they are managing crises. This support will be trauma informed and focus on harm reduction.
- Provide harm reduction services to participants of SJSWC programming more generally
- Engage in all safety planning and management strategies as required by the program
- Work with residents to increase positive personal behaviours, increase individual capacity, and realize harm reduction benefits
- Other duties as required.

## **Administrative Tasks (25% of time)**

- Assist with administrative work within the program, including completing all required reporting and documentation. This may include reviewing program guiding documents and drafting these documents as required.
- Submitting incident and noteworthy reports, maintenance concerns, and regularly and completing regular security checks
- Support in maintaining common areas and taking out recycling.

## **Qualifications**

- Completion of post-secondary education preferably in human services OR a minimum of 6-month experience working in a shelter or residential programming setting
- Standard First Aid and Applied Suicide Intervention Skills Training are required, but the organization can support you to complete these if required.
- Extensive knowledge and experience in complex mental health issues, substance use, trauma, conflict resolution, and crisis intervention
- Knowledge of Harm Reduction, Feminist Approach, Trauma-Informed Approach, Anti-Racist and Anti-Oppressive Frameworks
- Demonstrated time management, communication (verbal and written), organizational and interpersonal skills required
- Demonstrated independence, critical thinking, and problem-solving skills involving innovation and creativity in solution development
- Proven team participation, collaboration, goal development, and partnership-building skills
- Experience working in an inclusive environment, working with trans, Indigenous, 2SLGBTQIA+, non-binary, sex working women, and women who have been impacted by the criminal justice system.

## **Hours of Work**

- 40 hours per week, shift work
- Weekend shifts are 12 hours, 8:00 am – 8:00 pm and 8:00 pm – 8:00 am. Weekday shifts are 8 hours, 4:00 pm – 12:00 am and 12:00 am – 8:00 am.

## **Salary:**

The rate of pay for this position is \$49,690/ annum

## **Nature & Extent of Supervision**

- This position is highly independent and will report to the Marguerite's Place Program Coordinator or, in their absence, the Executive Director.
- This position requires working alone.

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.

**Closing Date:** 30 December 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