



North East Outreach and Support Services, Inc.

**Under New Management*

Job Posting Competition #: N0403-001

Support Worker – Full Time Temporary 3-month position with Possibility of Extension

Posting date: April 3, 2024

Closing date: April 19, 2024

Our Mission: North East Outreach and Support Services enhances the safety and wellness, and nurtures personal growth of individuals and families in crisis in Saskatchewan.

Summary:

The support worker reports to the Outreach Manager and responsible for 50% Client Care, 35% Community Relations, and 15% Administrative Duties. Candidate is an enthusiastic, positive, dynamic, and confidential professional able to multitask with standard office equipment and computer software and is skilled with human services training, competent knowledge of and empathy for victims of interpersonal violence and other related duties as required.

Responsibilities

50% Client Care:

- Case management, safety planning, referrals & advocacy
- Crisis interventions
- Transportation to safety if required
- Outreach to communities within the Northeast
- Answering the Crisis Line

35% Community Relations

- Assist with development, facilitation, and delivery of programming
- Assist with organizing and delivering events
- Promote awareness within Northeast communities

15% Administrative Duties

- Client file management, data collection and documentation
- Assist with measuring program outcomes
- Office duties and attend community-based meetings

Expectations:

- Always follow a strict code of confidentiality
- Adhere to agency policies and procedures

- Work independently and in a team atmosphere in accordance with agency philosophy, mission, and goals
- Complete administrative documentation related to duties including outcome measurements, statistics, report writing, timesheets, and expense claims
- Maintain professional and ethical boundaries
- Be non-judgmental, respectful, empathetic to clients' needs and be a healthy role model
- Participate in community awareness initiatives and training as directed
- Complete required training within 30 days of hire:
 - o Crisis Line and CPR/First Aid

Qualifications

- Must have at minimum of a Grade 12 or equivalent education.
- Knowledge of crisis intervention and management
- Knowledge and training in interpersonal violence and sexual violence are an asset
- Experience in group facilitation and youth work
- Ability to manage and prioritize multiple tasks
- Excellent interpersonal, written, and verbal communication skills
- Must be prepared to provide criminal record and vulnerable sector check
- Possess valid driver's license
- Ability to work flexible hours including some evenings/weekends

Salary Range: \$20.00 – \$26.00 hourly range

35 hour work week.

To apply:

Send cover letter specifying competition number and CV or Resume with three references via email with to:

Tracey Zwozdesky, BSW, RSW (She/Her/Hers)

Outreach Manager

tzwozdesky@neoss.ca

North East Outreach & Support Services

Phone: 306-752- 6535 **Mobile:** 306-812-7292

Web: www.neoss.ca

Only qualified candidates legally entitled to work in Canada will be contacted for interviews.