**North East Outreach and Support Services, Inc.**

*\*Under New Management*

Job Posting Competition #: N0408-01

**Women’s Shelter Worker – Full Time, Permanent**

Posting Date: April 8, 2024

Closing Date: April 22, 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 Shelter Worker demonstrates knowledge of and empathy for women and children fleeing interpersonal violence in a non-judgemental, caring and loving environment.

**Responsibilities**

* Client Care
  + Complete client intake & discharge
  + Provide client support, referrals, safety planning and advocating
  + Manage crisis interventions
  + Provide transportation as required
* Daily Operations
  + Cleaning, cooking & general household maintenance
  + Answer Crisis Line
  + Uphold house regulations
* Facilitation
  + Ensure opportunities for life skills & education
  + Provide opportunities for recreational activities
* Administrative Duties
  + Maintain client files
  + Gather confidential data & documentation
  + Attend meetings
  + Perform general office duties
* Community Relations
  + Ensure donations are recorded, sorted and washed prior to storage
  + Deliver community presentations

**Expectations**

* Follow a strict code of confidentiality at all times
* Adhere to agency policies and procedures
* Work independently and in a team atmosphere, in accordance to the agency philosophy, mission and goals
* Complete administrative documentation related to position 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 a healthy role model
* Participate in community awareness initiatives and training as directed by the Executive Director
* Complete required valid training within 30 days of hire:
  + Crisis Line
  + CPR/First Aide
  + Safe Food Handling Course/WHMIS

**Qualifications**

* Minimum of Grade 12 and 2 years experience in the human services field
* A combination of education and experience required to fulfill the duties above
* Crisis management skills are an asset
* Experience and knowledge of Microsoft Office
* Excellent interpersonal and communication skills
* Ability to manage and prioritize multiple tasks
* Ability to work flexible hours including evenings, nights and weekends
* Demonstrate knowledge of and empathy for victims of interpersonal violence
* Must live within the service area of North East Outreach and Support Services Inc.
* Possess a valid Saskatchewan driver’s license
* Must be prepared to provide a criminal records check, vulnerable persons check and third party liability

Salary Range: $18.00 - $23.76 hourly range

**To apply:**

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

Tawni Teiber

Shelter Manager

[tteiber@neoss.ca](mailto:tteiber@neoss.ca)

North East Outreach and Support Services, Inc.

124 McKendry Ave West

Melfort, SK S0E 1A0

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