**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

 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.