efry Pathways to Healing	Indigenous Women	July 2024

A. Position Information

Position Title	Department	Location
Big Sister – Housing Support Worker (Relief Positions)	Transitional Housing	Calgary - YYC

B. Position Description and Summary

POSITION TYPE: **Relief Positions evening/overnight and weekends**

POSITION SUMMARY:

The Residential Support Worker provides assistance to Indigenous women residing in transitional housing at Dana's House to maintain schedules, routines and assist with the day-to-day structure of their housing. The Residential worker assures safety of the women, addresses immediate neighbour issues and supports the Housing Case Manager with follow up on the needs of the women and onsite programming.

PRIMARY RESPONSIBILITIES:

PROGRAM SUPPORT:

Key Outcomes:

1. Women have a stable environment while they are released from remand, provincial and federal prisons
2. Women's goals towards sobriety and housing are met through transitional housing support and access to resources.
3. Women gain experience in routines and structures in their day to day lives
4. Women find meaningful opportunities to engage in working towards personal empowerment
5. Women are connected to culture and programming supports to assist them with addressing their core needs
6. Housing is safe and secure and maintain guest management
7. Women are connected meaningfully to culture

C. Major Duties

Weekend Daytime:

a) Develop weekly chore chart and ensure residents have completed their assigned chores and rooms are maintained
b) Provide emotional support and interactions with the women
c) Support or lead programs when scheduled
d) Maintain staff communication and continuity of strong team work
e) Organize and engage in activities both cultural or those that enhance the wellness of the women.

Evening and Overnight:

a) Support or lead programs or activities when scheduled
b) Conduct agency laundry
c) Provide emotional support and interaction with the women
d) Remind the women of appointments
e) Follow up on tasks delegated by the Team Lead and Housing Community Support Liaison
f) Ensure the safety of the house
g) Maintaining the structures and cleanliness of the house
h) Ensure the women are maintaining their curfews as outlined by probation or parole

D. Knowledge and Skills

Exhibited Skill Sets:

- Strong communication and interpersonal skills.
- Experience working with Indigenous women
- Effective self-management skills with demonstrated ability to prioritize and manage multiple tasks
- Impeccable organizational skills to provide accurate and timely documents and paperwork
- Ability to work independently and effectively as part of an integrative team that exhibits consistency and continuity for the women

Cultural:

- A strong understanding of Indigenous issues, social justice advocacy, diversity and anti-oppressive practice.
- Strong cultural knowledge and understanding of traditional and ceremonial teachings
- Understanding of how to work effectively with Elders, Sacred Teachers and Knowledge Holders and follow traditional protocols
- Indigenous language an asset but not required.

Formal Education	Applicable Experience
• Undergraduate or diploma in justice, social work, or other related • In cases where a degree has not been secured – relevant experience may be considered in lieu of the educational requirement	• 1-3 years' experience minimum • Proficiency in Microsoft Office, specifically Publisher, Word, Excel, Outlook, TEAMS, Google Networks • Excellent oral and written communication skills

E. Review of Existing Position

Original description – updated and approved May 16, 2023

F. Salary and Benefits

Term Position – Relief positions available
Base Annual Salary Range – $19.00 per hour – overnight sleep shift, stipend provided per overnight shift

Shift Hours –

- 8-hour shifts (Saturday and Sunday) 9:00-5:00pm
- Overnight shifts - 5pm-9am (with an 11pm/12pm – 7/8am – Sleeping Shift) – Total Awake hours 8 shifts

Number of hours depends on month, availability, and consistency.
Vacation – Paid out at 4% per pay period

G. Competition Deadline and Contact

Send Resume and Cover Letter to:
Nicolle Hans – manager@elizabethfrycalgary.ca

Deadline: Until Position is hired