

Position:	Housing Support Worker	Closing Date:	Open until filled
Type:	Full Time (35-40 hrs/wk)	Location:	Abbotsford
Nature of Work #1:	Tues-Thurs: 22:00-08:00/Fri:20:00-08:00	Posting #1:	LMA - 042019
	#2: Mon,Tues,Thurs:15:15-22:15/Wed:13:45-22:15		

We are excited to be opening 37 semi-independent housing units for women in Abbotsford. Legacy Manor will offer women with a history of homelessness or who are at risk of homelessness with housekeeping apartments and two meals a day. Double staffed around the clock. Legacy Manor will provide women the support and assist they need to live independently. EFry offers competitive wages and we pay for the cost of required prerequisites for employment.

EFry is human rights based social agency interested in working with others committed to equality, fairness, and opportunity for those we serve.

KEY RESPONSIBILITIES:

- Maintain a warm, safe supportive atmosphere through engaging with tenants and building rapport and goodwill while overseeing the Manor's day to day activities.
- Conduct scheduled interviews, and tenant registration for housing units.
- Provide tenants with day to day support as needed, and ongoing monthly tenant meetings to review their plans and goals for themselves and provide case management as needed. Where necessary, identify tenant challenges and develop intervention plans.
- Administer and record medication taken by tenants as required. Maintain daily records of operations and tenant interaction as necessary.
- Perform light housekeeping duties ensuring a safe, clean hygienic environment for all.

EDUCATION & EXPERIENCE:

- 4th year student or completion of 4 year degree, with one year experience; or combination of 4 years post-secondary education and work experience in a residential program. Prefer those with addictions and mental health experience.
- Knowledge and understanding of women with complex needs and the government services they interact with.

JOB REQUIREMENTS & EXPECTATIONS:

- Excellent communication skills both written and verbal; Understanding of crisis management, risk assessment, trauma and gender-informed practice, and case management
- Proficient in Microsoft Office products
- TB Test, Food Safe Level 1 and Standard First Aid with CPR, and Dr's Note of fitness required
- Local Police search and Provincial Vulnerable Sector Criminal Record Clearance required
- Applicants with a driver's license are preferred

EFry actively promotes a program of employment equity and equal opportunity to ensure equal access to employment opportunity for all persons.

Interested candidates must submit a cover letter and resume to humanresources@elizabethfry.com

Please note only short listed candidates will be contacted for interview. No phone calls please.

