



## **Employment Opportunity**

<b>Position:</b>	Casual Shelter Worker
<b>Employment Type:</b>	Permanent Casual
<b>Hours of Work:</b>	Hours vary depending on coverage needs (must be available to work, days, afternoons, evenings, overnights, weekends and holidays)
<b>Location:</b>	59 North Park St., Brantford, ON
<b>Start Date:</b>	ASAP
<b>Hourly Wage Range:</b>	\$20.99
<b>Reports to:</b>	Supervisor of Residential Services
<b>Date Posted:</b>	October 25, 2018
<b>Closing Date to Apply:</b>	November 4, 2018 at 4:00pm

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### **Job Summary**

To ensure women and children, who are victims of domestic violence and homelessness are provided a safe, secure environment. As well, to provide professional, supportive crisis counselling, information and referrals concerning options related to housing, legal issues, social assistance, and other related issues.

### **Qualifications**

- Relevant post secondary education or equivalent;
- Three years experience in a residential setting would be asset;
- Eligible for membership with the Ontario College of Social Workers and Social Service Workers would be an asset;
- Excellent understanding of the dynamics of family violence and its impact on women and the issues they face;

- Excellent working knowledge of telephone crisis intervention and one to one crisis intervention;
- Excellent interpersonal, written and verbal skills;
- Ability to work shifts in accordance with shelter needs; (includes days, evenings, overnights, and weekends) is essential;
- Demonstrated ability to take initiative and to work as part of a team;
- Computer literacy essential;
- Must have a valid Emergency First Aid/CPR Certificate

### **Responsibilities**

- Provide crisis intervention, supportive counselling and referrals to women and their children who are victims of domestic violence;
- Provide information and options concerning housing, legal and social assistance issues;
- Assess “walk-in” clients and provide supportive crisis counselling and appropriate referrals;
- Complete all documentation and data base entries;
- Provide an orientation of the shelter and explanation of the routines to new residents;
- Assist in maintaining the residence in a clean and orderly fashion;
- Participate in committees as requested;
- Adhere to all agency Policies and Procedures, at all times;
- Assume pager responsibilities as required;
- Assume other duties as required.

### **Accountabilities**

- Ensure residents receive appropriate and timely crisis counseling;
- Complete intakes within 48 hours after admission;
- Ensure safety issues are addressed for residents;
- Complete all documentation and data base entries in a timely manner;
- Complete shift changes in an efficient and timely manner;
- Arrive on time for scheduled shifts and meetings;
- Adhere to agency policies and procedures at all times;
- Adhere to client confidentiality;
- Work cooperatively with all staff, volunteers and members of the community at large to serve the best interests of the agency;
- Maintain a professional image with clients and the community.

## **Application**

If you require accessibility accommodations during the recruitment process, please notify us to arrange reasonable and appropriate accommodation.

Nova Vita is an equal opportunity employer and strives to be reflective and inclusive of the communities we serve. We encourage individuals who identify as Indigenous, racialized, immigrant, LGBTQI+, or disabled to apply.

We appreciate your interest in this employment opportunity, however only those selected for an interview will be contacted.

Interested and qualified applicants should submit a covering letter and resume by November 4, 2018 to:

**Nova Vita Domestic Violence Prevention Services**

Attention: Katie Maas, Supervisor of Residential Services

59 North Park Street

Brantford, ON N3R 4J8

Fax: 519-752-0811

Email: [kmaas@novavita.org](mailto:kmaas@novavita.org)

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