



Employment Opportunity

Position:	Youth – Shelter Assistant
Department:	Shelter
Reports to:	Shelter Program Manager
Employment Type:	Temporary Full-time – 8 weeks
Hours of Work:	35 hours per week - Monday-Friday (days and evenings)
Starting Wage:	\$20.20/Hour
Benefits Available:	EFAP
Location:	59 North Park Street, Brantford ON
Start Date:	June 23, 2025
Date Posted:	May 9, 2025
Closing Date to Apply:	May 20, 2025

Job Summary

The Youth Shelter Assistant will provide support to the shelter staff and their clients by assisting in general day to day office duties, and assisting new client(s) and their children with orientation to the shelter.

As this job is funded by The Government of Canada through the Canada Summer Jobs program, you must be between the ages of 15 and 30 years and be legally entitled to work in Canada to be eligible to participate in this program.

Qualifications

- Enrolled in or completing post-secondary education in a relevant field preferred
- Valid driver's license and own vehicle is an asset
- Valid Emergency First Aid Certificate is an asset
- Crisis Prevention/Intervention Training is an asset
- Ability to lift and carry up to 30lbs

Skills and Competencies

- Understanding of the dynamics of domestic violence and homelessness and its impact on women and children, including knowledge of the Brantford/Brant County community and resources available
- Understanding of the impact of domestic violence on children is an asset
- Demonstrated experience working with diverse populations from an intersectional, inclusive and anti-oppressive lens
- Excellent interpersonal, written and verbal skills
- Ability to work flexible hours/shifts in accordance with client needs

- Demonstrated ability to take initiative and work independently, as well as part of a team
- Computer literacy is essential

Duties and Responsibilities

- Assist in creating a weekly calendar of activities made visible for the residents
- Provide support in general wellness, nutrition and general life skills and encourage participation
- Assist with meal planning and preparation including food shopping and cooking/serving meals
- Assist with answering telephones and managing doors (incoming and outgoing)
- Restock and organize supplies closet
- Assist residential staff with miscellaneous tasks including resident requests for information, bus tickets, hygiene products
- Helping new residents to settle in, conduct resident tours

Accountabilities

- Adhere to a strict code of client confidentiality at all times
- Adhere to relevant legislation and agency policies and procedures at all times
- Maintain professional and ethical boundaries with clients and community partners at all times
- Maintain health and safety requirements at all times, including COVID-19 prevention protocols
- Work cooperatively with all staff, volunteers and members of the community at large to serve the best interests of the agency

Application

If you require accessibility accommodations during the recruitment process, please notify us to arrange reasonable and appropriate accommodation. Nova Vita is an equity-seeking employer and strives to be reflective and inclusive of the communities we serve. We encourage individuals who identify as Indigenous, racialized, immigrant, 2SLGBTQIA+, 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 their resume and cover letter by
May 20, 2025 at 4:00pm to the attention of:

Human Resource

Nova Vita Domestic Violence Prevention Services

Email: HR@novavita.org

Email Subject: Youth-Shelter Assistant
