Cowichan Women Against Violence Society

EMPLOYMENT OPPORTUNITY

Posting Number: Internal/ External 2019-28
Posting Date: Jan. 14, 2020
Position: Cowichan Women’s Night Shelter Support Worker – Casual Relief
Reporting Relationship: Reports to Shelter Supervisor
Hours: Between 5:00pm – 9:00am, casual on-call
Location: 246 Evans Street, Duncan BC V9L 1P8
Start Date: Immediate
Hourly Wage: $19.50 p/h

Description: The Cowichan Women’s Night Shelter Support Worker is responsible for the night-to-night operation of the program and care for the 15 women accessing services, working alongside one other Support Worker. This will include building relationships and giving referrals along with meeting the nightly needs of women such as laundry, showers and distribution of personal items.

Operating Responsibilities
1. Program Services:
   • Do intake and registration as women arrive
   • Give out bedding, assign cots, and provide personal items as required
   • Oversee shower and laundry access
   • Mediate any client conflicts
   • Do nightly sweeps of the designated external area, picking up garbage and discouraging loitering
   • Assist women guests in following guidelines and rules
   • Prepare food for breakfast and supper as well as do clean up
   • Share information at shift exchange with other shift members and Supervisor
   • Launder and fold towels and bedding

2. Administration:
   • Keep daily records as required
   • Write incident reports as required

3. Community Relations:
   • Build strong relations with the staff of Wendy’s House, Island Savings Center security staff and Vancouver Island University security staff.
   • Be on-call during the evening to address any neighbor concerns as appropriate

4. Accountability:
The Cowichan Women’s Night Shelter Support Worker:
   • Reports to the Cowichan Women’s Night Shelter Supervisor of C WAV Society
   • Adheres to the constitution, philosophy, policies and procedures of the Society.
• Creates trusting, respectful and supportive relationships within the Winter Shelter team, with other programs and with all agency staff.
• Meets regularly with the Supervisor for supervision
• Participates in program staff meetings and all agency meetings as appropriate. Applications from qualified regular staff will be considered before applications from relief and casual staff or external applicants.
• Represents the Society positively and professionally in the community.

5. Qualifications:
The Cowichan Women’s Night Shelter Support Worker must have a:
• Completion of high school
• Able to work evening/night shifts
• 1-2 years’ experience in working with women with substance misuse and homelessness challenges
• Ability to articulate a philosophy of harm reduction and an understanding of the issues of poverty
• Work from a feminist perspective
• Commitment to and practice of anti-oppression
• Experience with addictions and mental ill-health
• Strong connections in the community for referral sources for women
• Satisfactory criminal record check before allowed to work
• Emergency First Aid – preferred to have at time of application but must have within 2 months of hire
• Non-Violent Crisis Intervention (NVCI) will be considered an asset

The Cowichan Women’s Night Shelter Support Worker will also:
• Have experience in non-profit society and women’s organization environments.
• Have excellent communication skills, both verbal and written.
• Have proven ability to work cooperatively with other team members.
• Be personable, flexible and self-directed.

6. Classification:
• This is a Casual Relief on-call position. Permanent positions are filled from relief positions.
• The hourly wage is $19.50 p/h up to 40 hours per week.
• There are two shifts per day, starting at 5pm – 1am and an awake nightshift from 1am-9am.
• Please apply with Cover letter and resume to Attention: Adria Borghesan

Email resume and covering letter to: Address cover letter to Adria Borghesan – Shelter Supervisor, wshelter@cwav.org and cc to cwav@cwav.org

Closing Date: On-going