

CORNERSTONE/LEPILIER  
JOB DESCRIPTION  
STUDENT SUPPORT WORKER, Cornerstone  
*one student – Emergency Shelter (172 O’Connor),*  
*two students – Supportive Housing (515 MacLaren and 314 Booth)*

**Mission Statement**

Cornerstone Housing for Women offers emergency shelter and supportive housing for a diversity of women. Our services are offered in an environment which promotes dignity and a sense of hope. We are committed to public education and advocacy and strive to increase safe, affordable housing and to end homelessness.

**Service Description**

Cornerstone supportive housing communities offer affordable supportive housing for women at risk of homelessness. Residents are provided with permanent housing, basic necessities, and support to work toward their personal goals for sustainable, independent living. The resident-centred approach encourages the strengths and abilities of tenants and assists them to live independently in the community.

**Job Summary**

The Student Support Worker is an employee of the Anglican Diocese of Ottawa and while directly supervised by senior Shelter or Supportive Housing Staff (usually Case Manager), will be responsible to the Manager of their assigned facility with whom she will have additional mentoring sessions. The Student is part of a team, responsible for carrying out the services, policies and procedures of the organization. Student Support Workers provide support and assistance to front line staff in their efforts to support residents at The Women’s Shelter in maintaining their stay and in making plans for sustainable housing in the community; or in maintaining their housing at either 515 MacLaren or 314 Booth St. (as assigned). Students shall support a warm, accepting and non-judgmental atmosphere; assist staff in the provision of routine services and administrative duties to support the residents, preparing meals, accompanying staff on resident outings and performing other related duties as required.

**Qualifications**

- **Currently pursuing Post-Secondary education in Social Services or related field**
- **Basic computer and word processing skills**
- **Bilingualism (French and English) a definite asset**
- **Emotional maturity and level of confidentiality conducive to the Shelter or Supportive Housing environment.**
- Sensitivity to and willingness to understand the needs of women experiencing homelessness, poverty, trauma, abuse, mental illness, addictions, discrimination, new arrival, and other personal and systemic challenges to independent living
- Effective communication and interpersonal skills
- Ability to work both independently and as a member of a team
- **Meet eligibility requirements for participation in the CSJ initiative:**
  - Between 15 and 30 years of age at the start of the employment;
  - Registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
  - Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* ; and,
  - Legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.
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**Please send resume and cover letter by May 3, 2015 quoting File #CSJSW via email to:**

**[jobapplications@cornerstonewomen.ca](mailto:jobapplications@cornerstonewomen.ca)**

**attn.: Janet McCullough, Human Resources Manager**

Cornerstone is an Equal Opportunity Employer