

Job Advertisement – Internal/External

Part Time Support Worker – Two (2) Positions Windrose Supportive Housing Program

TITLE: Part-Time Support Worker

EMPLOYER: John Howard Society of Ottawa

DEPARTMENT: Child and Youth Services

LOCATION(S): Windrose Supportive Housing

SALARY: \$16.07 per hour

HOURS: Shift Work; overnights and weekend availability is a requirement

HOW TO APPLY: Please include a full cover letter and resume by the deadline:
Attention: Rhea Wootton, Director of Administration
By E-mail: [hiringcommittee@jhsottawa.ca](mailto: hiringcommittee@jhsottawa.ca)
By fax: (613) 789-7431

CLOSING DATE: Monday, May 14, 2018 at 4:00pm

Only those selected for an interview will be contacted

These are female-designated positions given the nature of the client group

The John Howard Society of Ottawa is committed to reflecting and responding to the diversity of the people and communities we serve, and is seeking that diversity in applicants for these positions

Program Summary:

This program is supportive housing for young women who are at-risk of, or have current justice system involvement and/or homelessness. Young women entering this program will be working on personal goals and will require a longer term safe and affordable housing opportunity with some on-site supports. Living at Windrose will provide them the opportunity to continue their ongoing work to become positive contributors to their community and lead a healthy lifestyle.

Employment Opportunity:

Under the general direction of the Director of Youth Justice Services and the immediate supervision of the Windrose Coordinator the Support Worker (SW) will perform various tasks related to building maintenance, program support/development and general assistance with the young women.

Specifications:

- The positions are identified as **female** designated positions given the nature of the client group
- Criminal Reference check required

Qualifications:

Education:

- University Degree/College Diploma in the social sciences OR working towards completion of one

Preferred Experience:

- experience working with vulnerable populations
- experience in a residential/ and or housing setting
- experience working with young women

Knowledge and Skills:

- Understanding of, and experience working with at-risk youth populations, specifically young women
- Competency engaging and establishing rapport with youth
- Competency using crisis management skills if required
- Knowledge of relevant legislation (YCJA) as well as clear understanding of operating within agency policies and procedures
- Basic counselling skills to support case plans with young women as directed by Coordinator
- Strong organizational skills to support Coordinator with accomplishing various tasks set out in JHS/Windrose work plan
- Competency in report writing, gathering and interpreting data and outcome measures, as required by Coordinator

Language:

- Bilingual Preferred (English/French)

Training:

- Willingness to be trained in required skill areas

Training Preferred:

- ASIST Training
- Non-violent Crisis Intervention
- First Aid/CPR
- Mental Health First Aid

Successful Candidates Will:

- Have an updated clear Criminal Record Check working with a vulnerable population
- Have a demonstrated ability to work within timelines and deadlines
- Possess strong time management and organizational skills
- Have an ability to effectively deal with neighbour or community complaints after hours if required
- Be interested in working with the female population
- Have their own reliable vehicle if possible
- Have excellent people skills to facilitate relationships with clients, colleagues, supervisors, program partners and community members
- Have a genuine interest in working with youth in a caring and empathic manner
- Be highly creative to support interactive and engaging curriculum implementation as directed by Coordinator
- Be thorough in building maintenance, upkeep and cleaning duties as required
- Be willing to work evenings, overnights, holidays and weekends

Maintenance/Cleaning/Meal Prep Responsibilities:

- Complete tasks in accordance with posted cleaning schedule
- Prepare apartments for occupancy
- Assist in meal preparation

Building/Activity Monitoring:

- In accordance with established guidelines it may be necessary to record information associated with the client(s) interactions, or with the SW response to various situations
- The Coordinator will relay relevant information to SW as required
- Monitor the building in accordance with the safety policy

Program Representation/Community Relations:

- SW must have a firm grasp of the established procedural guidelines to determine an appropriate response to community members presenting concerns

Program Level Responsibilities:

- Ensure a comprehensive understanding of Windrose's Operation Manual
- Understand the role/responsibilities Coordinator and Director
- Support case plans as directed by Coordinator
- Support evening and weekend life skills and other programming as required
- Support program development and work plan tasks as directed by Coordinator
- Promote residents successfully resolving conflict after hours while maintaining client and staff safety
- The SW must have a firm grasp in the procedural guidelines for determining when on call would be required and appropriate
- Attend supervision meetings with Coordinator as necessary

Additional Essential Skills:

- Strong interpersonal and communication skills
- Demonstrate flexibility
- Ability to use sound judgement
- Ability to de-escalate conflict if required
- Role model appropriate living skills and healthy lifestyle

Disclaimer: This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties as required.