



ELIZABETH FRY SOCIETY OF OTTAWA

211 Bronson Ave, Suite 309, Ottawa, ON K1R 6H5

Tel: 613-237-7427 Fax: 613-237-8312

www.efryottawa.com

CANADA SUMMER JOBS – RESIDENTIAL AND COMMUNITY SUPPORT WORKER

The Elizabeth Fry Society of Ottawa is a non-profit community agency offering support and services to women and female youth who have been or may be at risk of being in conflict with the law.

JF Norwood House and Lotus House are Elizabeth Fry's transitional housing and bail bed programs. We offer women a supportive living environment while completing probation/parole requirements or are awaiting trial.

We are currently seeking one youth for a Canada Summer Jobs position (40 hours per week for 8 weeks) to work as a Residential and Community Support Worker in our residences. The position is open only to youth as per the criteria for funding under the Canada Summer Jobs Program. The position is open for a period of 8 weeks, start and end dates to be arranged with the youth hired.

Which youth are eligible to participate in Canada Summer Jobs?

Eligible youth:

- are between 15 and 30 years of age;
- are Canadian citizens or permanent residents or have official refugee protection status under the *Immigration and Refugee Protection Act*; and
- are legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations.
- Foreign students are not eligible.

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Responsibilities:

- Coordinate activities in house with clients
- Input data as requested
- Escort women to appointments in the community, as needed
- Attend weekly Residential House Meetings
- Reporting to outside Ministries and Agencies as required
- Other duties as assigned by Manager of Residential Services and Director of Operations

A United Way Member Agency





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- Provide administration support to Manager of Residential Services and Director of Operations

Qualifications:

- Awareness of and commitment to women's issues with a thorough understanding of racism, classism, sexism, homophobia, violence against women and transgender issues
- A positive attitude
- Assist in coordinating internal training
- Knowledge of basic accounting practices
- Excellent skills with Excel spreadsheets, PowerPoint, Outlook and filing.
- Understanding of alcohol and drug use and related issues
- Experience working with communities who face multiple barriers such as poverty, discrimination and criminalization and lack of housing
- Excellent organizational and time management skills, second language skills are an asset
- Excellent interpersonal and crisis intervention skills
- Skills in community development, advocacy and mediation
- Report writing skills
- Ability to work flexible hours
- Must be able to pass security clearance

The Elizabeth Fry Society of Ottawa is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.

This position currently pays \$14.00 an hour in accordance with the Canada Summer Jobs Program.

The deadline for applications is May 17th, 2019 at 12:00 pm. We thank all candidates for their interest but only those invited to an interview will be contacted. Please send a resume and cover letter, electronically to:

Attention to April Bissonnette, Acting Director of Operations
Care of: careers@efryottawa.com

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