

Part Time - Care Worker (Women's Emergency Accommodation Centre)

The Women's Emergency Accommodation Centre (WEAC) provides emergency beds, meals, transportation and security in a 24-hour-a-day staffed facility. The Care Worker is a front-line staff member of the WEAC team responsible for delivery of service to program residents. This position reports to the Staff Supervisor and provides key support to residents, carrying out job duties through a team service delivery approach with the Resident Supervisors and the Community Support Worker. Care Workers are an integral part of the team and work with the entire team including administrative and kitchen staff.

Duties and Responsibilities

Service Delivery / Case Management

- Provide direct care to clients by responding to requests for service, crisis intervention and conflict resolution, medication administration and modeling of appropriate living and interaction skills.
- Communicate in an objective, nonjudgmental and professional manner with the rest of the team.
- Maintain a safe and healthy living environment through adherence to safety and security protocols.
- Participate in housekeeping duties, including completing program laundry, stripping and cleaning bed spaces to facilitate resident turnover and supervising the dining area and assisting kitchen staff, when necessary.

Support and Referral

- Respond to requests for service through admission procedures, communication of information and referral to appropriate resources, and offering support to all who access services.

Administration

- Ensure adherence and compliance with agency and program Policies and Procedures.
- Maintain case records and other documentation.

Qualifications

- Strong interpersonal skills, creative, empathetic, enthusiastic team player that possesses the ability to work with initiative and independence.
- Some post-secondary training in a human service field OR 6 months of related work experience.
- Security Clearance, Standard First Aid, Medication Administration, Crisis De-escalation and Suicide Intervention certification.
- Knowledge of inner city, homelessness, poverty, mental health, addiction, prostitution, abuse and multicultural issues.

Salary: start \$ 13.75 per hour

Please submit your resume to:
Donna Ohlman- Staff Supervisor
Email: dohlman@e4calberta.org
or Fax: 780.424.9642

Thank you to all applicants who have applied, only those selected for an interview will be contacted