



E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a Part-time Support Worker eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people-helping and supporting individuals and the community in undergoing positive change and increasing capacity.

McCauley Apartments – Support Worker (Part-Time)

Job Purpose

McCauley Apartments provides accommodations with minimal assistance to Tenants. It strives to develop an interdependent housing model.

The support work with the Program Manager ensures the efficient and appropriate operation of the entire program; this position is a key contact for the community to the program.

Duties and Responsibilities

Office support

- Responds to telephone inquiries re: Housing, tenant and community activities.
- Distributes notices to tenants and works with capital Regional Housing Corporation on duties of a landlord
- Adhere to Human Resources and Program Policies and Procedures in delivering services

Tenant liaison

- Provide appropriate information and referrals for tenants re: health, income, security, safety or other issues.
- Support tenants in conflict resolution where necessary.
- Hosts special parties and tenant meetings, Christmas, Halloween ect.
- Assist with emergencies and/or provides small maintenance support to tenants when possible.

Community Liaison

- Assists project manager with community projects that are running.
- Works with project manager and community for new projects.

Qualifications

Preferred:

- Strong interpersonal, communication, teamwork skills
- Non-judgmental and empathetic attitude
- Current security clearance and child and youth intervention module check
- Valid driver's license, proof of 1 million PLDP insurance
- Aptitude and skill in computer operations
- Broad knowledge base on the issues of homelessness, prostitution, addiction, abuse, aboriginal and other cultures as well as inner city communities.

Salary: Starting at \$ 15.47 to \$ 19.57 depending upon experience.

Apply with resume & references to:

M. Luiza Coelho, Human Resources Manager & Program/Volunteer Coordinator
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