



HAMILTON-WENTWORTH CHAPTER OF NATIVE'S WOMEN'S INC.

NATIVE WOMEN'S CENTRE Employment Posting

1. Identifying Information

POSITION:	Housing Support Worker
PROGRAM/LOCATION:	Honouring the Circle, Transitional Housing Program
SUPERVISOR:	Program Manager
HOURS:	Full-Time
DEADLINE DATE:	<u>To apply before Monday September 10th 4:00pm</u>

2. Position Summary

The Housing Support Worker will deliver housing supports, resources and services to residents of the Native Women's Centre, Transitional Housing Program. The Housing Support Worker will be a community support who will receive referrals from community agencies to support those affected with addiction and mental health and their families. The Housing Support Worker will work in partnership with the Native Women's Centre Violence Against Women Shelter, Homelessness Shelter, Anti Human Trafficking Crisis Services and other agencies supporting Indigenous women either enrolled in Transitional Housing Supports, intake into the Transitional Housing Program at Honouring the Circle and will support women moving from Shelter and Crisis Services into permanent and transitional housing.

3. Job Duties (includes, but not limited to):

- Comply with Native Women's Centre Policies and Procedures
- Participate effectively in internal meetings
- Work cooperatively with management, and other staff members to provide efficient, well-coordinated services
- Work with all service users to ensure they feel safe in their environment, are productive in their lives, through behavioral case management
- Engaging service users to participate
- Work with other agencies to provide services when needed
- Provide a structured home like environment
- Assist in work for the service users
- Document case notes and relevant information into data base
- Provide updates to workshop/service users life skills following our life skills program including but not limited to: legal issues, boundaries, safety planning, social planning, papers in order, goal setting, along with other skills needed with this population



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- Attend mandatory staff meetings
- Conduct weekly room inspections
- Assist with intake, assessments, supports, referrals and counselling, when required
- Provide outreach supports for service users identified
- Assist with fundraising events when needed
- Other duties as assigned

4. Qualifications

- Undergraduate degree in Social Work with 3+ years of experience in field, evident in application
- Be an advocate for vulnerable persons suffering from addiction and mental health in the community
- Knowledge of social justice practices recognizing value and dignity of all people irrespective of culture, status, gender, age, sexuality, religion, education, ability and appearance
- Strong Knowledge of local community resources
- Proficiency in the use of computers for word processing, excel, presentations, data collection, statistics and management, email and internet.
- Ability to work as a team or individual
- Access to a reliable vehicle, possession of a valid driver's license
- Must be able to obtain a clear criminal record check with vulnerable screening
- Class G Driver's License required

Forward your resume and cover letter with two (2) recent references to:

Cindilee Ecker-Flagg, Executive Director
Native Women's Centre
1900 King St. East PO Box 69036
Hamilton, ON L8K 1W0
ed@nativewomenscentre.com

Thank you to all applicants applying, only those chosen for an interview will be contacted. .

Preference will be given to qualified applicants of Indigenous descent and are encouraged to apply.