



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

**Position Title:** Transitional and Housing Support Program Worker (THSP)

**Hours:** Forty (40) Hours Weekly

**Goal:**

The Transitional and Housing Support Program Worker is a service designed to provide support and service to women (with or without children) that have experienced violence and abuse. The THSP Worker will support the holistic development of a transitional plan and safety plan to assist women in identifying, connecting with community supports, services and maintain housing. (transitional and permanent housing)

The THSP Worker will base principles of person centred planning, self determination and choice assisting women (with or without children) to strive to live safe, meaningful lives in the community.

**Primary Target**

*Services are for women age 16 years and older, women and children that identify sexual, emotional, mental and physical trauma but not inclusive only from; their partners, significant others, caregiver, immediate family and household member ensuring client safety and well-being of utmost magnitude. Women and women with children that may be currently receiving services from a shelter or women's family counselling program. Intake is not limited to these referral sources and should be accessible to women who reside in the community.*

**Secondary Target**

*Outreach to Aboriginal and mainstream service providers and committees for referrals to the Transitional Housing Program and housing support to the Transitional Housing Program Honouring the Circle.*

**Third Target**

*To meet the reporting statistics for the Ministry of Social Services as indicated for Year End Targets*

# Group Interactions request and receive service	200	#Ab. Individuals	75
Individual transition plans	75	Individual Safety Plans	80
Phone interactions	75	Individual Safety Plans with dependents	50
Group participants	50	# Group interactions	20



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**Line of Authority:**

This position reports directly to the delegated supervisor and is subject to the direction given. The THSP Worker engages as a team member with all other staff of the agency and is not in a supervisory role.

**Decision Making:**

Day to day decisions involved in the delivery of the duties and responsibilities of the position. Approval and authorization for the expenditure of any finances must come from the Executive Director.

The Executive Director is to be informed of all matters that require her consideration or action, specifically, but not limited to issues/concerns that affect the Hamilton-Wentworth Chapter of Native Women Incorporated and/or Native Women's Centre.

Provide the delegated supervisor with constructive ideas on how to improve the effectiveness and efficiency of the areas pertaining to the position.

Provide the delegated supervisor with complete, reliable, competent and timely advice on matters related to the position.

The THSP Worker shall notify the delegated supervisor of any and all gifts received from a resident/agency/colleague, monetary or otherwise.

The THSP Worker shall not assign this position description or any part thereof, without the written approval of the Executive Director. Such approval may be withheld by the Executive Director at her discretion or given to such terms and conditions as may be required by the Executive Director.

The THSP Worker will assist all staff members in matters of mutual concern and maintain a harmonious professional working relationship with all staff members upholding the NWC mandate, mission and vision.

**Reporting Requirements:**

- a. Monthly data collection will be captured to identify trends, modify and adjust service where needed;
- b. Completed and current Monthly Activity Reports and Work Plan;
- c. Monthly data reports, annual report;
- d. Client transitional housing plans;
- e. Scheduled weekly administration day.

**Roles and Responsibilities:**

1. Individual support to address issues of violence and abuse against women increasing the safety of women and their children;
2. To assist and support the client to establish violence/abuse free health lifestyles enhancing their self esteem to maximize their capacity to live free of violence;



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3. To assist and secure for the client; legal assistance, finding and maintaining housing, financial assistance, counselling and other support services, and connecting to community resources;
4. Advocate/assist clients with status issues, immigration issues;
5. Provide support and/or information on educational upgrading, parenting, job training, affordable housing, income support, health and wellness services, legal aid and other services pertaining to women seeking a violence free life;
6. Accept referrals and make referrals to appropriate Aboriginal and mainstream community agencies;
7. Makes the necessary referrals for children and youth who have witnessed and/or experienced violence to support women and their children to heal from the effects of witnessing violence;
8. Provide outside community support and case management to non-residential clients;
9. Assist clients with the development of safety strategies or plans for women and women with children;
10. Developing short and long term goals with women requiring the service and assisting women in meeting their goals and carrying out transitional plans.
11. Providing information on emergency escape plans for various situations, a list of emergency and resource numbers ensuring the transitional plan is comprehensive and concrete;
12. Provide legal resource support for clients including legal aid, court attendance and custody;
13. Attend court proceedings and testify when summoned;
14. Provide assistance to clients with the completion of housing forms and be aware of changes in housing legislation (landlord and tenant act), advocate with housing provider on behalf of the resident as requested by the client;
15. Works with HPS, OW and ODSP;
16. Maintain confidentiality and explain to clients the limitations, duty to report and expectations of the individual transition plan and goal setting;
17. Home visits and/or phone calls to clients as required for follow up at 3 and 6 months. Files closed off at 6 months;
18. Return all voice messages within a time sensitive manner;
19. Ensure quarterly statistics and annual reports are completed in a correct and timely manner and negotiate targets for next year fiscal;
20. Establish and maintain relationships with a network of Aboriginal, non-Aboriginal, private and public community support agencies as agreed upon by the Executive Director that may include attending community events, meetings or participate in committees/working groups.
21. Promotes a professional and favourable image of the Native Women's Centre in the Aboriginal and non-Aboriginal community, private and public sectors;
22. Attend all staff meetings and training as scheduled;
23. Provide assistance as required ensuring smooth operation of NWC programs and services;
24. Additional responsibilities as directed.

### **Statement of Qualifications**

#### ***Education***

Must have successful completion of a diploma or degree program in social services, human services. Equivalencies may be considered along with experience in the field of social services directly related to the Violence Against Women sector.

Must possess a valid CPR and First Aid Certificate and Non-Violent Crisis Intervention certification.



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Current Police Clearance check.

Aboriginal Awareness Teachings will be considered an asset.

### ***Experience***

1. Must have at least minimum of two years experience in case management additional years experience will be an asset for this position.
2. Must have experience of a minimum of two years in Violence Against Women sector.
3. Must have experience working with representatives from other agencies.

### ***Knowledge/Abilities/Personal Suitability***

1. Knowledge of CFSA, YCJA, Domestic Violence Protection Act, Crown Attorney Policy to advocate for Aboriginal People;
2. Be aware of all laws around consent i.e., form 14;
3. Demonstrated skills in the area of community education network training, outreach and systemic advocacy;
4. Proficient in Case Management/co-ordination and crisis intervention with demonstrated competency and sensitivity to ethnicity, class, culture, sexual orientation, gender, age and the ability to relate to clients and colleagues;
5. Possess a thorough knowledge and understanding of Aboriginal people, their culture, history and traditions within the Hamilton and surrounding areas;
6. Possess a thorough knowledge and understanding of the Hamilton-Wentworth Chapter of Native Women Incorporated operating as Native Women's Centre's mission, mandate, vision, goals, objectives, programming and services;
7. Possess a thorough knowledge and understanding of women's issues specifically but not limited to Aboriginal family violence, violence against women, women in conflict with the law, cycle of violence/power and control, adult survivors of childhood sexual abuse, adult survivors of alcoholics and the effects of trauma;
8. Possess a thorough knowledge and understanding of the Child and Family Services Act;
9. Possess a thorough knowledge of all Aboriginal and non-Aboriginal programs and services within the City of Hamilton and surrounding areas relevant to emergency shelter services;
10. Possess a thorough knowledge and understanding of all protocols relating to the NWC's emergency shelter services, Missing Persons Reporting protocol, CCAS/CAS reporting.
11. Valid Driver's license and own personal vehicle;
12. Strong interpersonal and communication skills;



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- 13. Ability to work independently with minimal supervision;
- 14. Computer skills required.

**Evaluation**

An annual performance evaluation will be carried out by your supervisor and the Executive Director. Evaluation is measured through verbal and written correspondence, Incident Reports/Serious Occurrence Reports, knowledge of position and work performance evaluations.

**Confidentiality**

The THSP Worker understands and agrees to respect the confidentiality of any and all information you become privy to as a result of your work with the NWC.

The THSP Worker abides by the Confidentiality Agreement outlined in O I Leasing Employment Agreement.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_