



Stuart Lake Shelter and Support Society
Fort St. James, V0J 1P0

Employment Posting

Case Worker – Stuart Lake Shelter and Support Society

Responsible for providing culturally safe, emotional support, advocacy, information, to the “no barriers” shelter Organizing the client rooms, food service and ensuring safety of clients at the shelter Provides non-judgmental support to clients while they are residents of the shelter

Duties and Responsibilities:

- Orients new residents to the shelter and provides them with necessary information about the house (location of bedrooms, rules of the shelter, bathrooms, laundry etc.)
- Provides emotional and crisis support, in a culturally sensitive manner, as well as information regarding options and advocacy with legal aid, police and other service providers for the residents.
- Provides referrals to community resources for the residents.
- Act as a positive role model for residents to maintain the shelter in a clean, tidy and safe manner.
- Responsible for ensuring home management tasks are completed.
- Ensures bedrooms are cleaned prior to assigning to a new resident.
- Ensures necessary safety procedures are always in place
- Provides information and liaison to the general public and other agencies.
- Keeps accurate records, including statistics, client files, case notes and the Communications Log.
- Keeps accurate payroll statistics and employee files
- Keeps informed of the frequent policy set out by SLSSS.
- Performs other related duties as required.

Skills and Abilities:

This position requires an individual who possesses:

- Understanding of systems of oppression and how it impacts clients who experience of homelessness;
- Knowledge and understanding of the cycle of addictions and violence as it effects on the family;
- Knowledge of the local resources, legal system, of the other systems supporting clients who experience addictions and violence;
- Excellent oral and verbal communication skills
- Excellent organizational and time management skills
- Physically able to carry out the duties of the job
- Ability to work with minimum supervision while working in a team setting
- Ability to deal with others compassionately and non-judgmentally
- Ability to work under pressure and/or stressful situations while remaining calm and collected
- Knowledge and ability to work with different software including word, excel, outlook, web-based emails, databases and search engines

- Ability to work as a team member during evening shift.

Education, Training and Experience:

This position requires an individual who possibly possess:

- Specialized training in addictions and violence from a recognized program;
- Two years direct experience providing services to vulnerable community members.
- Criminal Records Check
- The current specified Occupational First Aid Certificate, CPR, WHMIS and Food Safe

Additional information:

- This position is required to work in a stressful environment, often dealing with clients and staff in stressful situations. Managing emergency situations is an ongoing expectation of this position. An ability to be continually self-aware of client issues, as separate from own personal issues, is essential
- Ability to work overtime and weekends

Reporting Relationship:

- Case Workers report directly to the Project Supervisor
- Resume and cover letter must accompany the application.

Please email a cover letter and resume to amccormick@telus.net

Deadline for Application: October 9, 2024

Salary: \$25.00 per hour

Short Term Position – October 28, 2023 – April 4, 2025