



211 Bronson Ave, Suite 309, Ottawa, ON K1R 6H5  
Tel: 613-237-7427 Fax: 613-237-8312  
www.efryottawa.com

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## **MUST HAVE THE ABILITY TO WORK OVERNIGHT AND WEEKENDS**

### **JF Norwood House / Lotus House Residential and Community Support Worker Relief / Casual**

JF Norwood House is Elizabeth Fry's transitional housing program. We offer fifteen women a supportive living environment with accommodations for families. JF Norwood House is also a Community Residential Facility, and provides a space for women who are on Day Parole, Full Parole or Statutory Release. We also provide accommodation for women serving provincial sentences.

Lotus House is a Residential Bail Bed program for adult women. We offer twelve women a supportive living environment with accommodations for families. Lotus House is a space for women who have been released on bail while awaiting their court date.

#### **Responsibilities:**

- Promote and maintain the mission, vision, and values of the Elizabeth Fry Society of Ottawa.
- Comply with the regulations of CRF facilities as prescribed by the Ministry of Community Safety and Correctional Services and the Correctional Service of Canada.
- Work collaboratively with the John Howard Society Bail Supervision Program.
- Maintain cooperative working relationships with other service providers and funders.
- Provide primary counselling, resource referrals, crisis intervention, conflict resolution and support to all residents.
- Participate in the shift schedule rotation as part of our 24 hour staffing model; must be awake at all times when on shift and responsible for the monitoring and supervision of the residence. Relief staff work regular shifts Monday-Sunday 7:45 a.m.-4:00 p.m., 3:45 p.m.-12:00 a.m. and 11:45 p.m.-8:00 a.m. Relief staff are expected to work at least 1 shift per month and 1 overnight shift (11:45 p.m.-8:00 a.m.) when offered. Assist in the overall security and maintenance of the residence.
- Be acquainted with each resident's individual program plan, identify needs, recommend changes in individual program plans, and provide assistance that is consistent with the overall plan for each individual.
- Maintain accurate and up-to-date records and statistics regarding all aspects of service delivery when requested.
- Attend and participate in monthly staff meetings.

**Date of Revision:  
November 2018**



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- Train volunteers to provide services as necessary.
- Other duties as assigned by the Manager of Residential Services and / or Coordinator of Residential Services.
- **Qualifications:**
- Awareness of and commitment to women's issues with a thorough understanding of racism, classism, sexism, homophobia, violence against women and transgender issues
- Understanding of alcohol and drug use and related issues.
- Experience working with communities who face multiple barriers such as poverty, discrimination, criminalization and a lack of housing.
- Excellent organizational and time management skills, second language skills are an asset.
- Excellent interpersonal and crisis intervention skills
- Skills in community development, advocacy and mediation.
- Ability to work flexible hours, including overnight shifts, weekends and holidays.
- Must be able to pass security clearance.
- Post-secondary education in social sciences or equivalent combination of knowledge and experience.
- Valid First Aid/CPR certification
- Bilingualism is an asset

The Elizabeth Fry Society of Ottawa is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.

This position currently pays **\$14.23** an hour.

Resumes will be accepted for this position on an on-going basis.

We thank all candidates for their interest but only those selected for an interview will be contacted. Please send a resume and cover letter, electronically only to:

**Amanda MacDonald, Manager of Residential Services, JF Norwood House**

C/O [careers@efryottawa.com](mailto:careers@efryottawa.com)

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