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

The Elizabeth Fry Society of Ottawa is a feminist, non-profit community agency offering support and services to women and female youth who have been – or may be at risk of being – in conflict with the law.

We are currently seeking a Full-Time, Overnight Shift Residential and Community Support Worker. This position is Monday to Friday.

Lotus House
Residential and Community Support Worker
Full-Time, Awake Overnight

Lotus House is a Residential Bail Bed Program for women run by the Elizabeth Fry Society of Ottawa. 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.
- Work collaboratively with the John Howard Society of Ottawa Bail Supervision Program.
- Maintain cooperative working relationships and liaison with various 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. Full-time shifts are every Sunday through Thursday, 11:45 p.m. - 8:00 a.m.
- 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.
- Provide case management support for residents including development of and weekly updates to the residents' Plan of Care
- 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:
July 2017

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- Other duties as assigned by the Manager of Residential Services, the Director of Operations and/or the Executive Director.

Qualifications:

- Post-secondary education in social sciences or equivalent combination of knowledge and experience.
- Understand the dynamics of criminalized women's behavior and to assess their needs and risks;
- Skills to counsel and form effective relationships and trust;
- Ability to intervene effectively in crisis situations;
- The ability to assist criminalized women in identifying problems involved in their successful reintegration into the community;
- The ability to assist criminalized women in identifying and obtaining community services for their successful reintegration;
- The ability to communicate effectively both orally and in writing;
- 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.
- Ability to work well independently.
- Must be able to pass security clearance.
- Valid First Aid/CPR certification.
- Own transportation is strongly recommended as access to public transportation is limited.
- 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.

The deadline for applications is February19th, 2018. Please send a resume and cover letter, electronically to: careers@efryottawa.com Attention: Diane Serre, Manager of Residential Services.

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