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## ***Join our Amazing E Fry Ottawa Team!***

### **Residential Support Worker, Part-Time Weekends – JF Norwood House**

The Elizabeth Fry Society of Ottawa is a not-for-profit community agency offering residential and community programs and services to women and men in conflict with the law. One of E Fry Ottawa's transitional residences, JF Norwood House is a community residential facility providing supportive housing for up to 15 criminalized women, with accommodation for families. This is part-time (weekend), permanent position. Work hours include daytime (Saturday and Sunday, 7:45 to 16:00), evening (Saturday and Sunday, 15:45 to midnight), and overnight (Friday and Saturday, 23:45 to 8:00) shifts, rotating each weekend. This unionized position in a feminist, single-staffed environment includes provision of support to residents, including emotional support, crisis intervention, conflict resolution and resource referrals. This position also contributes to the overall security, maintenance and smooth operation of the residence.

<b>Job Title:</b>	<b>Residential Support Worker, Part-time Evenings (JF Norwood House)</b>
<b>Reports to:</b>	<b>Manager, Residential Services – JF Norwood House</b>
<b>Hours:</b>	<b>16.5 hours/week (weekends)</b>
<b>Language:</b>	<b>English Essential (Bilingual Preferred)</b>
<b>Salary:</b>	<b>\$16.50/hour (plus on-call pay as required)</b>

### **Core Responsibilities**

#### **Provide support to residents**

- Provide support to residents, including emotional support, therapeutic listening, crisis intervention, conflict resolution and resource referrals.
- Support permanent residential staff by contributing to case management support for residents.
- Comply with the regulations for Community Residential Facilities as prescribed by our funders.
- Maintain cooperative working relationships and liaison with various other service providers and funders.
- Participate in the weekend shift schedule rotation as part of our 24-hour staffing model (daytime, evening and overnight shifts are all awake shifts).

#### **Maintain records and contribute to safety and maintenance of the residence**

- Maintain accurate and up-to-date records and statistics regarding all aspects of service delivery as required to support the needs of residents and the requirements of our funders.
- Assist in the overall security and maintenance of the residence.
- Participate in monthly staff meetings.

### Other responsibilities

The Part-time Residential Support Worker (weekends) may also be responsible for providing on-call and backup duties and for other duties as assigned by the Manager, Residential Services – JF Norwood House.

### Qualifications

#### Required education and experience

- Post-secondary studies (completed or ongoing) in criminology, social work or related field OR relevant experience.
- Experience working with marginalized women and/or communities who face multiple barriers such as poverty, discrimination, criminalization and a lack of housing.

#### Required knowledge, capacity and commitment

- Experience working with communities who face multiple barriers such as poverty, criminalization, racism, sexism, homophobia, transgender issues, violence against women and a lack of housing.
- Understanding of the dynamics of criminalized women’s behavior.
- Understanding of alcohol and drug use and related issues.
- Ability to provide non-judgmental emotional support to women.
- Excellent interpersonal skills.
- Excellent communication skills – English verbal and written.
- Excellent organizational and time management skills.
- Ability to work well independently.
- Valid First Aid/CPR certification.
- Commitment to assigned shifts and available for occasional additional shifts.

**The successful candidate will be required to pass a security clearance at the Protected B Level within two weeks of being hired.**

<p><b>Are you an ideal candidate?</b></p> <p><b>In addition to the above requirements, some “great to have” qualifications include:</b></p> <ul style="list-style-type: none"><li>▪ You have experience in a women’s residential setting.</li><li>▪ You have ASIST and NVC training.</li><li>▪ You are bilingual.</li></ul>	<p><b>Apply by 4:00 pm, February 3!</b></p> <p>Please submit your résumé and a cover letter to Caroline Bukasa, Manager, Residential Services – JF Norwood House, through <a href="mailto:careers@efryottawa.com">careers@efryottawa.com</a></p> <p><b><i>Tell us how you meet or exceed the above required and “great to have” qualifications.</i></b></p>
<p><b>We thank all who apply. Only those selected for an interview will be contacted.</b></p>	