



# ELIZABETH FRY SOCIETY OF OTTAWA

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## Looking for *Rewarding Casual Work?*

### E Fry Ottawa is Hiring: Residential and Community Support Relief Workers

The Elizabeth Fry Society of Ottawa is a not-for-profit, feminist community agency offering programs and services to women and men in conflict with the law. Our array of programming includes two residences for criminalized women, both staffed 24/7, 365 days a year. **Lotus House** is E Fry Ottawa's bail residence for up to eight women a supportive living environment while released on bail and awaiting their court date. **JF Norwood House** is a supportive residence for up to fifteen women transitioning to the community from federal prisons or provincial jail. The Residential Relief Worker fills in for permanent residential staff as required and is an important position in our unionized agency.

**Job title:** Residential and Community Support Relief Worker  
**Reports to:** Associate Manager, Residential Services  
**Hours:** 16.5 hours/month (minimum) **including two overnight shifts (minimum)**  
**Language:** English Essential (Bilingual Preferred)  
**Salary:** \$16.67

**The successful candidate will be required to submit proof of vaccination as per our employee immunization policy.**

#### Core Responsibilities

Our Residential Relief Workers are vital to the 24-hour operations of E Fry Ottawa's two residences. Relief Workers fill shifts for staff who are on vacation, sick leave or otherwise unable to work. Relief Workers are required to be available to work at least three shifts per month—including two overnight shifts. Shift hours are 7:45 am to 4:00 pm (day shift), 3:45 pm to 12:00 am (evening shift) and 11:45 pm to 8:00 am (overnight shift). All shifts are "awake" shifts. Residential Relief Workers may be asked to work at either Lotus House or JF Norwood House (or both) in any given month.

#### Some rewards of working at E Fry Ottawa...

*"I am grateful and privileged to have been able to spend the last seven years doing the work we do. It was my time here that helped shape me into the person I am today, and especially, the type of lawyer I want to be. I hope to be able to use all that I have learned to continue to make a difference in the lives of criminalized individuals."*

From a long-time Relief Worker

#### 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.
- Work collaboratively with the John Howard Society of Ottawa Bail Supervision Program. (Lotus House).

- Comply with the regulations for Community Residential Facilities as prescribed by the Ministry of the Solicitor General (Lotus House) and Correctional Service of Canada (JF Norwood House).
- Maintain cooperative working relationships and liaison with other service providers and funders.

**Maintain records and contribute to safety and maintenance of the residence(s)**

- Support permanent staff as required with maintaining accurate and up-to-date records and statistics regarding all aspects of service delivery.
- Assist in the overall security and maintenance of the residence.
- Participate in monthly staff meetings.

**Other responsibilities**

The Residential Relief Worker may also be responsible for and for other duties as assigned by the Associate Manager, Residential Services. All E Fry Ottawa staff are responsible for promoting and delivering on the mission, vision and values of our organization.

**Qualifications**

**Required education and experience**

- Experience and/or education equivalent to post-secondary education (completed or ongoing) in criminology, social work or related field.
- 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, when possible, to take last-minute shift offers.

**The successful candidate will be required to pass a security clearance at the Protected B Level.**

<p><b>In addition to the above requirements, some “great to have” qualifications include:</b></p> <ul style="list-style-type: none"> <li>▪ You are willing to support residential staff by taking shifts on a last-minute basis.</li> <li>▪ You are bilingual.</li> <li>▪ You hold a valid driver’s license and access to a car (for access to both residences).</li> </ul>	<p style="text-align: center;"><b>Apply Today!</b></p> <p>To keep our Relief team full, we recruit year-round for this position. Please submit your résumé and a cover letter to Kai Seymour, Associate Manager of Residential Services, 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 style="text-align: center;"><b>We thank all who apply. Only those selected for an interview will be contacted.</b></p>	