



Calling students and all with passion for work in the criminal justice field!

Residential and Community Support Relief Worker

Job title: Residential and Community Support Relief Worker
Reports to: Associate Manager, Residential Services
Hours: 33 hours/month minimum availability **including two overnight shifts (minimum)**
Language: English Essential (Bilingual is an asset)
Salary: \$20.31

Successful candidates must pass a security clearance at the Protected B Level and submit proof of COVID-19 vaccination per our employee immunization policy.

Welcome!

E Fry Ottawa is committed to employment equity, actively seeks diversity in the workplace, and welcomes and encourages applications from members of equity seeking groups including women, transgender, non-binary and LGBTQ+ individuals, First Nations, Métis and Inuit individuals, persons with disabilities and members of racialized and marginalized groups.

About E Fry Ottawa and our Residences

The Elizabeth Fry Society of Ottawa is a feminist non-profit community agency providing supportive programs and residential services for women and gender-diverse people who have been or may become involved in the criminal justice system.

The Elizabeth Fry Society operates two residential facilities located in downtown Ottawa. J.F. Norwood House (JFN) a 15-bed transitional house that offers a supportive living environment for federally and provincially sentenced adult women and gender-diverse people transitioning to the community and **Lotus House**, a bail residence supporting up to eight women, providing a supportive living environment for those released to us on bail and awaiting their court date.

Our Residential and Community Relief Workers...

- Fill in for permanent residential staff in any/all residences as required and is an important position in our unionized agency
- Vital to the 24-hour operations of E Fry Ottawa's residences. Relief Workers fill shifts for staff who are on vacation, sick leave or otherwise unable to work
- Must be available to work at least four 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
- May be asked to work at any of our residences in any given month

**We hire for this position on an ongoing basis – please submit your résumé and a cover letter to Bri Hagmann, Associate Manager of Residential Services:
Bri.Hagmann@efryottawa.com**

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.
- Work collaboratively with the John Howard Society of Ottawa Bail Supervision Program (Lotus House) and comply with regulations for Community Residential Facilities as prescribed by the Ministry of the Solicitor General and Correctional Service of Canada.
- 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 and Community Relief Worker may also be responsible for and for other duties as assigned by the Associate Manager and/or Manager, Residential Services and/or Executive Director. 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 behaviour.
- Understanding of mental health and substance use 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.

We hire for this position on an ongoing basis – submit your résumé and cover letter today! We thank all who apply. We will contact only those selected for an interview. Please submit to Bri Hagmann, Associate Manager of Residential Services: Bri.hagmann@[efryottawa.com](mailto:Bri.hagmann@efryottawa.com)