



Case Worker, My Aunt's Place

January 24, 2018

Hours of Work: 35-36.5 hours/week average, 7 am – 5 pm. (including two weekends per month)

Length of Employment: Permanent

Open to: Internal and External Candidates

Position Description

The YWCA is seeking applications for a Case Worker for My Aunt's Place, a 22 bed emergency shelter for women and children experiencing homelessness. The Case Worker is responsible for providing practical support to all residents and ensuring the smooth operation of the shelter office. A main focus of Case Workers, in cooperation with the rest of the team, is to create and monitor strength based individualized plans with each woman staying in the shelter to help facilitate meeting her needs/goals. This position will be under the direct supervision of the Manager and under the general supervision of the Director Women's of Housing.

Responsibilities include:

Client Service

- Build therapeutic relationships with all residents;
- Provide practical support for all aspects of resident stays;
- Provide information, education, and support to the women as needed;
- Cooperate with the second Case Worker and other front line staff to create individualized plans for each woman;
- Provide referrals and advocacy to ensure that women have necessary supports to deal with barriers regarding housing;
- Maintain an orderly and comfortable environment, which includes ensuring that guidelines are followed;
- Assist with shelter programming;

Administration and Operations

- Answer shelter phone and record all calls, screen requests for entry and respond to information requests;
- Complete intake and departure process with each woman/family;
- Maintain accurate records in the HIFIS database;
- Assist with transportation as appropriate;
- Assist with the daily operation of the shelter.

Qualifications:

- Bachelor's degree in Social Work, Justice Studies, or other human service field OR an equivalent combination of education and experience;

- 2 or more years of experience with previous case management experience preferred;
- Demonstrated experience working with the complex needs of people experiencing homelessness;
- Knowledge of the community systems and services, Trauma Informed Care, and Family Violence would be an asset;
- Ability to work independently and with a team:
- Accurate record keeping ability and basic computer skills (knowledge of HIFIS would be an asset);
- Good communication and organizational abilities;
- Crisis intervention skills;
- Strong knowledge of Indigenous culture and background
- Cultural awareness, and respect for women and children of various backgrounds;
- Class 5 driver's license;
- Valid First Aid/CPR certification

To apply: Submit resume and cover letter to Janet Tzupa, Director of Women's Housing at 1940 McIntyre St Regina SK, S4P 2R3; by fax 306-525-2171; or by email janett@ywcaregina.com by Wednesday February 7nd, 2018.

Preference will be given to Candidates of Indigenous Ancestry
No phone calls please.