



YWCA
REGINA

A TURNING POINT
FOR WOMEN
UN POINT TOURNANT
POUR LES FEMMES

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Casual Shelter Counsellor, Women's Housing

Hours of Work: Casual – Hours vary depending on shifts available

Shifts include: Day, evening, and overnight shifts

Length of Employment: Permanent

Start Date: As soon as possible

The YWCA Regina exists to support and empower women, children, and youth in addressing their diverse needs in the realization of their full potential, which benefits all. And further, it exists so that:

- Women, youth, & children are safe, secure, & free from abuse,
- Women, youth, & children are empowered & supported in making healthy choices,
- Women, youth, & children are making independent choices & are taking responsibility for their lives, &
- Women, youth, & children work towards a better world for themselves & others.

Further, *“YWCA Regina is committed to anti-colonial, anti-racist practice and to a workplace that prioritizes cultural safety. In particular, YWCA Regina acknowledges and accepts that our social systems, communities, and often our interpersonal relationships are corrupted as racism against Indigenous peoples prevails throughout the fabric of Canadian society. The Association is committed to systemic change and to actions that further justice, truth, and reconciliation for Indigenous peoples and the society as a whole.”* (YWCA Policy Manual).

Position Description:

The YWCA is seeking applications for Casual Shelter Counsellors for My Aunt's Place, Kikinaw Residence, and Isabel Johnson Shelter. The Casual Shelter Counsellor is responsible for providing practical support to all residents while ensuring day to day operation needs are met. This position will be under the direct supervision of the *Women's Housing Managers (Isabel Johnson Shelter, and My Aunt's Place)* and under the general supervision of the *Directors of Women's Housing*.

Responsibilities include:

Client Service

- Provide Trauma Informed, person-centred support;
- Provide practical support for all aspects of resident stays;
- Provide information, education, and support to the women as needed;
- Provide referrals and advocacy to ensure that women have necessary supports to deal with barriers regarding housing;
- Maintain a welcoming and comfortable environment;



- Assist with shelter programming;
- Respond to crisis situations

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, including women's files;
- Assist residents with transportation as required;
- Assist with the daily operation of the shelter including but not limited to meal prep, room cleaning, and helping residents with chores.

Qualifications:

- Experience working with Indigenous communities and cultures
- Bachelor's degree in Social Work, Justice Studies, or other human service field OR an equivalent combination of education and experience
- Demonstrated experience working with the complex needs of people experiencing homelessness
- Knowledge of the Child Welfare system, 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
- Cultural awareness, and respect for women and children of various backgrounds;
- **Class 5 driver's license**
- **Valid First Aid/CPR certification**

To remain as a casual staff, you must be:

- Able to work at least 2-3 regular shift and 1 on-call weekend per month.
- Available for all shifts, and at times on very short notice.
- Willing to attend YWCA provided trainings.

To apply: Submit a cover letter and resume including three professional references with email and phone contact to: April Markus, *Manager of My Aunt's Place* - april@ywcaregina.com by **Friday December 3rd, 2021**. We invite applicants to voluntarily self-identify as Indigenous (First Nation, non-status, Metis, or Inuit) in the cover letter and/or resume. Only applicants selected for an interview will be contacted. No phone calls please.