

Casual Shelter Counsellor, Women's Housing

March 13, 2023

Hours of Work: Casual- Hours vary depending on shifts available (Must have Availability for most shift times) **Shifts include:** Day(7am-4pm), Evening(3pm-11:30pm), Overnight(11pm-7:30am)

Length of Employment: Permanent

Start Date: Immediate

Salary/Hourly Wage: \$20.70/hr.

Open to: Internal/External

YWCA Regina Inc, established in 1910, aspires to a world where communities benefit from the full and equitable inclusion of women and families and that the experiences and perspectives of women and families are reflected in all facets of society. We are a community voice of and for women and a trusted partner in addressing the most complex community issues faced by women and our community. YWCA Regina provides childcare, shelter and housing, community programs, family support programs, and outreach.

YWCA Regina Inc. Values

Respect: *Everyone is deserving of an equitable and judgement free environment*

Inclusion: *Everyone has an equal voice*

Trust: *Our work is done with integrity and authenticity to maintain the trust we have gained in our community*

Encouragement: *We meet people and community where they are to support where they want to be*

Resiliency: *We address difficult conversations and community issues*

YWCA Regina is committed to anti-colonial, anti-racist practice and to a workplace that prioritizes cultural safety. In addition, YWCA Regina is committed to creating a safe, inclusive, and accessible services and spaces for Gender and Sexually Diverse Persons. YWCA Regina acknowledges and accepts that our social systems, communities, and often our interpersonal relationships, organizational processes, advocacy, and practices perpetuate the marginalization of Indigenous peoples, Black people and Gender and Sexually Diverse people. YWCA Regina is committed to systemic change and to actions that further justice, truth, and reconciliation for marginalized peoples. YWCA has established commitments that outline the implementation of new practices and procedures involving actionable changes to policy, systems and governance.

Position Description:

The YWCA is seeking applications for Casual Shelter Counsellors for My Aunt's Place, Kikinaw Residence, and Isabel Johnson Shelter, and Beehive Heartbeat Family Reunification Home. 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 Beehive Heartbeat)* and under the general supervision of the *Director of Kinship and Program Development for Women's Housing*.

Responsibilities:

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



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- 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**

Shift Expectations:

- Able to work a minimum of 3 regular shifts and 1 on-call weekend per month.
- Must provide specific availability schedule and respond to calls during those times, and be prepared to work shifts on short notice.
- Willing to attend YWCA provided training.

How to Apply:

Submit your cover letter and resume to brighthd@ywcaregina.com or drop off/mail to 1940 McIntyre Street, Regina, SK, S4P 2R3 marked Attn: Brigh da Silva by Friday, Until Filled.

Note: Only applicants Selected for an interview will be contacted. No phone calls, please.