

Kikinaw Daytime – Residence Support Worker

Department	Women's Housing – Kikinaw Residence (Eagle Staff Hill -WHO220)
Position Title	Daytime Residence Support Worker
Hours of Work	37.5 hours weekly - 8:00am to 3:30pm Monday to Friday
Position Type	Full-time Permanent
Reports To	Manager of Kikinaw Residence
Start Date	Immediately
Salary	From \$22.48 - \$23.66 Based on experience and qualification
Work Location	2817 12th Avenue, Regina SK S4T 4Y9
Open To	Internal and External Applicants
Application Deadline	1:00 p.m. CST, Friday, September 4, 2026

POSITION DESCRIPTION

The Residence Support Worker is responsible for providing practical support to all residents and ensuring the smooth operation of the residence. A main focus of the Residence Support Worker, in collaboration 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. The Resident Support Worker 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 Manager and under the general supervision of the Director of Women's Housing.

KEY RESPONSIBILITIES

Resident Support and Continuity of Care

- Provide all care, advocacy, counselling and listening from a trauma informed care lens.
- Build therapeutic relationships with all residents.
- Actively work towards developing familiarity with Indigenous cultural traditions and engagement with Indigenous peoples;
- Provide practical support for all aspects of resident stays and goals.
- Ensure the well-being of all women and children by maintaining a clean facility;
- Provide information, education, referrals and support to the residents as needed
- Collaborate with the Manager and other Counsellors to create individualized plans for each resident; and
- Provide referrals and advocacy to ensure that residents have necessary supports to deal with barriers regarding housing;
- Maintain a welcoming and comfortable environment;
- Assist with shelter programming;
- Respond to crisis situations.

Responsibilities Specific to Correctional Services Canada (CSC) program

- Work with Parole and other CSC staff to ensure that the needs of the women are being met;
- Collect and supervise urine analysis samples from individuals on parole;
- Conduct regular room checks at designated times; and

- Monitoring of sign in/out logs

Administration and Operations:

- Participate in Women's Housing training opportunities as a part of continuous improvement
- Answer shelter phone and record all calls, screen requests for entry and respond to information requests;
- Complete intake and departure process with each resident/ family;
- Maintain accurate case management and stats keeping records;
- Maintain accurate records in the Offender Management System and HIFIS database; and
- Assist with transportation as needed and available; and
- Ensure confidentiality, data security, and adherence to YWCA's privacy policies.

WHAT WE'RE LOOKING FOR

Education

- Bachelor's degree in social work, justice studies, or other human service fields OR an equivalent combination of education and experience;
- Basic First Aid/CPR.

Experience

- Experience working with Indigenous people, familiarity with Indigenous cultures and an understanding of the ongoing impacts of colonialism on Indigenous peoples;
- Demonstrated experience working with the complex needs of people experiencing homelessness;
- Knowledge of the criminal justice and child welfare systems, trauma Informed care, and family violence;

Knowledge, Skills & Abilities

- Ability to work both independently and collaboratively within a team environment;
- Accurate documentation and record-keeping ability and basic computer skills (knowledge of HIFIS would be an asset);
- Good communication and organizational abilities;
- Demonstrated crisis intervention skills;
- Cultural awareness, and respect for women and children of various backgrounds;
- **Class 5 driver's license; and**
- **Valid First Aid/CPR certification**

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- **Work Location:** Onsite at 2817 12th Avenue, Regina SK S4T 4Y9.
- **Physical Demands:** Typical work environment with standard physical requirements, including extended periods of standing to support participants' and activities in the house. Some lifting or walking for extended period of time may be required.
- **Schedule:** 37.5 hours per week (8:00am – 3:30pm Monday to Friday).
- **Pre-Employment:** A criminal record check, including a vulnerable sector check where applicable, may be required following a conditional offer of employment. Results will be assessed in relation to the duties of the role and will not automatically disqualify candidates.

YWCA REGINA EMPLOYMENT BENEFITS

- Opportunity for movement into Part- or Full-Time position for right candidate with vacancy, including internal competitions.
- Vacation accruals paid out each pay cycle based on hours worked
- 10 statutory holiday days plus 3 YWCA Regina-recognized paid days annually.
- Access to the YWCA Regina vehicle fleet for work purposes (with applicable credentials).
- Access to the organization's on-site fitness facility.
- Casual dress code and flexible work week.
- A values-driven team committed to equity, care, and community impact.

OUR COMMITMENT TO EQUITY & INCLUSION

As an organization led by and for women, YWCA Regina is deeply committed to building a team that reflects the full diversity of our community. We strongly encourage applications from Indigenous peoples (First Nations, Métis, and Inuit), Black people, racialized persons, people with disabilities, 2SLGBTQIA+ individuals, newcomers, and all others who bring perspectives that enrich our work.

We understand that systemic barriers can discourage people from applying for roles where they are underrepresented. We want to be clear: your lived experience, community knowledge, and unique perspective are genuine assets here. We are actively working to build conditions where every team member can contribute fully and see themselves reflected in our organization.

Accommodation is available at any stage of the recruitment process. If you require support to participate equitably, please contact us at careers@ywcaregina.com and we will work with you to meet your needs in a timely and confidential manner.

YWCA Regina uses a structured interview process designed to assess competencies fairly and consistently. Shortlisted candidates will be contacted directly. We thank all applicants for their interest; only those selected for an interview will be contacted.

HOW TO APPLY

Please reference “**Kikinaw Daytime Support**” clearly in the subject line of your application. Applications that do not include this reference may be deemed ineligible.

YWCA Regina invites applicants to voluntarily self-identify as Indigenous (First Nation, non-status, Métis, or Inuit) or as a member of another equity-deserving group in their cover letter and/or resume. Self-identification is entirely voluntary and will not be used in any way that disadvantages applicants.

INTERNAL APPLICANTS: Submit a letter or statement of interest from your YWCA Regina email address to careers@ywcaregina.com by 1:00 p.m. CST, Friday September 4, 2026.

EXTERNAL APPLICANTS: Submit a cover letter and resume in one single document to careers@ywcaregina.com by 1:00 p.m. CST, Friday September 4, 2026

NOTE: Professional references will be requested from finalists only. Please do not include references with your initial application.

ABOUT YWCA REGINA

YWCA Regina Inc., established in 1910, aspires to a world where communities benefit from the full and equitable inclusion of women and families, and where 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 issues faced by women and our community. YWCA Regina provides childcare, shelter and housing, community programs, family support programs, and outreach.

For over a century, YWCA Regina has been a cornerstone of life in Regina — evolving to meet the needs of women and families across generations. Our work spans emergency shelter, affordable housing, licensed childcare, family violence prevention, and wraparound community supports. We are a value-driven organization where staff are not simply delivering services — they are partners in meaningful, community-led change.

Working at YWCA Regina means joining a team that leads with love, operates with grit, and believes deeply that every person deserves dignity, safety, and belonging. Our staff bring a wide range of backgrounds, identities, and experiences — and that diversity makes our work stronger.

YWCA Regina is committed to anti-colonial, anti-racist practice and to a workplace that prioritizes cultural safety. We are committed to creating safe, inclusive, and accessible services and spaces for gender and sexually diverse persons. We acknowledge that our social systems, communities, and organizational processes can perpetuate the marginalization of Indigenous peoples, Black people, and gender and sexually diverse people. We are committed to systemic change and to actions that further justice, truth, and reconciliation for marginalized peoples.

OUR VALUES

- **Mutual Respect:** Everyone deserves an equitable, judgement-free environment.
- **Truth, Trust & Transparency:** We conduct our work with honesty, integrity, and transparency to hold ourselves accountable and maintain the trust we have earned in our community.
- **Community Allyship:** We embrace change by amplifying voices that guide our work. We actively advocate with and meet people and the community where they are, to support them in getting where they want to be.
- **Collaboration:** The collective strength, aligned partnerships, and interconnectedness of community enable us to drive change, disrupt power structures, and address barriers.
- **Love and Care:** The way in which we care for our people and community matters. By providing a nurturing, welcoming, and loving environment, we create spaces for care, a sense of belonging, family, and home.
- **Grit:** Our perseverance, passion, and resilience affirm our belief that change is possible even in the face of adversity.