



## Internal – External Job Posting

<b>Job Title</b>	<b>Residential Worker - Older Women's Third Stage Housing Program - Permanent full time</b>
<b>Details of the Position</b>	Preference will be given to the candidate with: a degree in Social Work or related degree; and who has experience providing individual and group counselling to older women who have experienced abuse in their intimate relationships; and who has experience working in a residential setting. Experience facilitating Financial Literacy programming and delivering expressive arts based groups are an asset.
<b>Job Description</b>	Attached
<b>Classification and Grid</b>	Program Coordinator 1, JEP wage Grid, level 12 \$25.70 per hour
<b>Hours</b>	35 hrs./ 5 day work week with the following shifts: Monday: 10 – 6 Tuesday: 10 – 6 Wednesday: 8:30 – 4:30 Thursday: 8:30 – 4:30 Friday: 10 – 6 Hours may vary according to program needs.
<b>Starting Pay Rate</b>	As specified in the Collective Agreement
<b>Benefits</b>	As specified in the Collective Agreement
<b>Start Date</b>	To be determined
<b>Supervisor</b>	Community Programs Manager
<b>Additional Information</b>	This position requires union membership and a valid driver's license. Satisfactory completion of a criminal records search, TB test and Standard First Aid Certificate are requirements of the position.
<b>Date Posted</b>	November 10, 2020

**Deadline for Submitting Applications: November 18, 2020 at 5:00 pm**

**Send Application to:**

Sandy Lundmark  
 Community Program Manager  
 100-3060 Cedar Hill Road  
 Victoria, BC V8T 3J5 Or email: sandyl@vwth.bc.ca

## Job Description

<b>Job Title:</b>	<b>Residential Worker - Older Women's Third Stage Housing Program</b>
<b>Benchmark and Grid:</b>	Program Coordinator 1, JJEK Wage Grid, Level 12
<b>Job Summary:</b>	<p>The Residential Worker ensures the program is run in a professional, accountable and efficient manner with primary attention to confidentiality, safety and support of older abused women. This position works to ensure effective program/service delivery consistent with organization mandate and policy, legal, contractual, budgetary and other requirements.</p> <p>The Residential Worker is responsible for the implementation and ongoing service delivery of the Third Stage Housing program, ensures that the necessary facility and equipment is in place and assists in the recruitment and selection of prospective clients for suitability.</p>
<b>Reports To:</b>	Community Programs Manager
<b>Key Duties And Responsibilities:</b>	<p>Assists and supports clients to identify and understand the issues of abuse in their current or previous relationship and coaches towards personal goals set in their lives. Responsible for program implementation and ongoing service delivery.</p> <p>Continuous assessment of client risk and need for ongoing safety planning.</p> <p>Oversees the day-to-day operation of the program. Ensures that program guidelines and policies are adhered to, and program standards and provincial licensing requirements are met.</p> <p>Plans and implements activities and special events for the program.</p> <p>Continuously evaluates and assists in the development and delivery of new programming. New programming such as that related to life skills building (eg. PATH); preparation for successful tenancy (eg. Ready to Rent); and financial literacy (eg. SAFE) may result from one time funding.</p> <p>Provides support to clients on an individual and/or group basis. This includes crisis management, emotional support, resource</p>

management, and life-skills training. Group facilitation on site and in the community.

Ensures the program is run in a professional, accountable and efficient manner with primary attention to confidentiality, safety and support of older abused women.

Works to ensure effective program/service delivery consistent with organization mandate and policy, legal, contractual, budgetary and other requirements.

Makes recommendation to the supervisor regarding program development, policy and procedure formulation and program evaluation.

Promotes public awareness of and support for the program by performing duties such as producing promotional materials and attending community events, public presentations and committees.

Liases with community service providers and other professionals to coordinate service provision, facilitate referrals and represent the organization or program in external events.

Monitors and authorizes program expenditures and maintains financial records in accordance to established procedures. Provides input to the supervisor in the preparation of the program budget.

Provides input in the overall coordination of Third Stage programming.

Documents all safety, maintenance and equipment issues related to programming.

Maintains related records and statistics and produces reports as required. Will maintain and submit appropriate records to program supervisor and funders while maintaining confidentiality.

Contributes to developing long range and strategic plans for the sustainability of the program, as well as participate in the development of outcome measures and ongoing program evaluation.

Attends staff and team meetings

Performs other related duties as required.

<p><b><u>Qualifications:</u></b></p> <p><b>Education, Training and Experience:</b></p>	<ul style="list-style-type: none"> <li>• A degree in Social Work, counselling or a related field and two years recent related experience required, or an equivalent combination of education, training and experience, particularly with older women who have experienced abuse.</li> <li>• Direct program delivery experience in the community social services sector with a demonstrated working knowledge of local community-based programs.</li> <li>• Training and/or experience specifically related to feminist perspective and trauma informed practice.</li> </ul>
<p><b>Knowledge, Job Skills and Abilities:</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of the issue of violence against women, particularly mature women. Knowledge of the issue of abuse of older women, community resources and models of service. Knowledge of and experience in the development, implementation and facilitation of new programs as required. Knowledge of and experience delivering programs related to financial literacy and asset building and expression through art exploration.</li> <li>• Knowledge of Adult Learning.</li> <li>• Well-developed interpersonal, counselling, oral and written communication skills. Knowledge of group process and facilitation techniques.</li> <li>• Knowledge and understanding of Adult Guardianship Act. and the role of the Office of the Public Guardian and Trustee</li> <li>• Familiarity with Federal and Provincial benefits available to Older women, Seniors and Persons with Disabilities</li> <li>• Excellent organizational, time and general management skills. Ability to work independently and in a self-directed manner as well as a member of the Older Women's team.</li> <li>• Knowledge of conducting community-based public education. Ability to work effectively with other program staff, community members and other related personnel.</li> <li>• Strong group facilitation skills</li> <li>• Strong professional boundaries and an ability to cope with an environment that can be high stress</li> <li>• Ability to establish and engage in strategies that enhance self-care and wellness through participation in regular personal and professional development opportunities.</li> </ul>
<p><b>Additional Information:</b></p>	<p>This position is required to work in an environment with clients experiencing crisis or interpersonal situations. Support is often related to long-term impacts of physical, financial, verbal, sexual and emotional abuse. Staff are often working on their own, on site.</p>