



**JOB POSTING**  
**Women's Services**  
**Women's Support Worker**  
**Wage \$15.85 per hour**  
**8 week contract position - 35 hours per week**

**KEY RESPONSIBILITIES:**

- Answer telephones and direct calls as required including responding to the crisis line if necessary
- Assist with telephone assessments, safety planning and risk management
- Assist with formal and informal client engagement opportunities, including group facilitation and recreational activities
- Monitor security of the house and residents entering and leaving the shelter
- Oversee inventory of all house and resident-related items and replenish stock as needed
- Assist staff in the daily maintenance of the program. This may include but is not limited to such things as: cleaning within the house, completing room turnover, and identifying maintenance and security needs
- Provide front desk support to residents
- Other duties as required to ensure the continuation of person-centered service to residents
- Adhere to a strict policy of confidentiality
- Work safely, identify any health and safety concerns and report to management
- Follow Mission Services workplace health and safety policies and procedures at all times
- Committed to uphold the organization's mission, values and standards

**QUALIFICATIONS:**

- Enrollment in or completion of Child & Youth Worker, Social Services Worker, Assaulted Women's & Children's Counsellor, Social Work or related program in a post-secondary institution
- Demonstrates a basic understanding of gender-based violence, homelessness, trauma and poverty
- Ability to prioritize multiple tasks and take initiative
- Strong interpersonal skills
- Exemplifies excellent skills in working with vulnerable people
- Organized, with good communication skills, both verbal and written
- Ability to work independently and within a team setting
- Demonstrated understanding around importance of confidentiality

**HOURS OF WORK:**

- 35 hours per week
- Ability to work a flexible schedule including days, evenings and weekends

**REQUIREMENTS:**

- Police Vulnerable Sector Check

**This position has been made possible through the funding provided by Canada Summer Jobs Program.**

**Eligible applicants must meet the following criteria:**

- Is between 15-30 years of age at the start of employment
- Is a Canadian Citizen, permanent resident or person whom refugee protection has been conferred under the Immigration and Refugee Protection Act\*; and
- \*International students are not eligible.
- Is legally entitled to work according to relevant provincial legislation and regulations

**To apply for this position, please send your cover letter and resume quoting the job title by May 23, 2019 to:**

**Director of Human Resources**

**Mission Services of Hamilton**

**P.O. Box 368, Hamilton, ON L8L 7W2 or email to [HR@mission-services.com](mailto:HR@mission-services.com)**

**Mission Services is an equal opportunity employer** – If you require an accommodation during the recruitment and selection process, please let us know. We will work with you to meet your needs.

We thank all applicants, however, only those candidates selected for an interview will be contacted.