



Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

### **Care Worker – Casual – WEAC**

Transitional Services

#### **Job Purpose**

The Care Worker is a front line staff member of the WEAC team responsible for the delivery of service to program residents and to make sure the basic needs of the residents are being met with dignity and respect.

The Women's Emergency Accommodation Centre (WEAC) provides emergency beds, meals, transportation and security for women in a 24-hour-a-day staffed facility.

#### **Duties and Responsibilities**

##### **Service Delivery**

- Supervise resident to maintain a safe and secure environment for all women in need.
- Document and assess residents' physical/mental abilities and needs, then refer to Shift Leader.
- Provide direct care to clients by responding to requests for service, crisis intervention and conflict resolution, and modeling of appropriate living and interaction skills.
- Medication administration.
- Provide referrals to other agencies / programs, where appropriate.
- Mediate conflicts between resident.
- Advocate for residents.
- Adhere to program policies related to documentation and contact with residents, employees and shift change information.
- Maintain the cleanliness of the building.
- Participate in housekeeping duties, including completing program laundry, stripping and cleaning bed spaces to facilitate resident turnover and supervising the dining area and assisting kitchen staff, when necessary.
- To participate in client care on an as needed basis.
- Provides additional support to the program when required.
- Other duties may be assigned as needed.

##### **Administration**

- Ensures the timely provision of all indicated reports.
- Adhere to policies regarding acceptance of donations.

- Ensure open and clear communication with all team members.
- Maintain accurate documentation regarding program information.
- Adhere to program and agency policies and procedures.
- Other duties may be assigned as needed.

### **Qualifications**

- Some post-secondary training in a human service field OR 6 months of related work experience.
- Clear Security Clearance, Suicide Intervention, Standard First Aid, Crisis Intervention and Medication Administration certification.
- Capacity to prioritize and organize with the ability to be a creative problem solver.
- Aptitude and skill in computer use.
- Strong interpersonal, communication and teamwork skills with the ability to work with initiative and independence.
- Clear understanding of professional boundaries and confidentiality.
- Ability to adhere to and implement the objectives and guiding principles of the Social Work Code of Ethics.
- Non –judgmental, empathetic, creative and enthusiastic qualities.
- Broad knowledge of community resources, knowledge of inner city, homelessness, poverty, mental health, addictions, prostitution, abuse and multicultural issues.
- Strong work ethic

### **Working Conditions**

Able to do shift work (days, evenings, overnights and weekends)

### **Salary Scale**

Starting: \$14.87/hr - \$16.73/hr

Please submit your résumé to:

E-mail: [hr@e4calberta.org](mailto:hr@e4calberta.org)

Fax: 780.425.5911

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