



Changing Lives • Growing Community

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 Elizabeth House

Transitional Services

Job Purpose

Elizabeth House provides accommodation and short-term assistance to homeless women in their integration back into the community.

The Care Worker is a front-line staff member of the Elizabeth House team responsible for the delivery of service to program residents. This position reports to the Program Manager and provides key support to residents, carrying out job duties through a team service delivery approach with the Case Workers and the Community Support Worker. Care Workers are an integral part of the team and work with the entire team including kitchen staff.

Duties and Responsibilities

Service Delivery / Case Management

- To provide direct care to residential clients through intervention and one-on-one support; modeling of appropriate living and life skills; and recreational activities.
- To assist with client case work through maintaining case records, service plans and other documentation; and communication with program staff.
- To maintain a safe and healthy living environment through supervision of chores; and adherence to safety and security protocols.
- Other duties may be assigned as needed.

Support and Referral

- Respond to requests for service through communication of information and referral resources; and offering support to former residents and other clients in the community.
- Other duties may be assigned as needed.

Administration

- Adhere to Human Resource and Program Policies and Procedures in delivering services.
- Other duties may be assigned as needed.

Qualifications

Preferred:

- Strong interpersonal skills, creative, empathetic, enthusiastic team player that possesses the ability to work with initiative and independence.
- Some post-secondary training in a human service field OR 6 months of related work experience.
- Current Security Clearance and Child and Youth Intervention Module Checks.
- Current Standard First Aid and Suicide Intervention Training.
- Aptitude and skill in computer use and database entry.
- Knowledge of inner city, homelessness, poverty, mental health, addiction, prostitution, abuse and multicultural issues.
- Valid Driver's License, proof of \$1 million PLPD insurance, and operation of a personal vehicle preferred.

Working Conditions

This position is a part time position on a casual basis.

Salary Scale

Starting: \$16.09/hr – 18.10/hr

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

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