

Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking part-time staff 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, Crossroads Downtown Transitional Services Division

Job Purpose

Crossroads Downtown offers transitional housing to adults experiencing sexual exploitation and homelessness. As a member of the Crossroads Downtown team, your primary responsibilities will be providing key support to residents, and carrying out job duties through a team service delivery approach using a person-centered model.

Duties and Responsibilities

Service Delivery / Case Management

- To provide direct care to residential clients through crisis intervention, counseling and support.
- To assess and monitor client cases through maintaining of case records, other documentation and communication with program staff.
- To maintain a safe and healthy living environment through supervision and coaching of housekeeping, meals, and inventory; mediating disputes and encouraging cooperation; educating residents on health, safety and personal security.

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.

Administration

- Maintain thorough case documentation.
- Adhere to and implement the Crossroads Policy and Procedures and E4C Human Resource Policy and Procedures Manuals.
- Other duties, as required by the Program Manager.

Qualifications

Preferred:

- Some post secondary education in a human service field OR 6 months of related work experience.

- Belief in each clients' ability to make positive changes and the ability to develop positive relationships with clients from all backgrounds.
- Strong interpersonal, communication, teamwork, leadership and organizational skills; non-judgmental, empathetic, flexible and the ability to work with initiative and independence.
- Security Clearance and Child and Youth Intervention Module Check required.
- Standard First Aid and CPR and Suicide Intervention certifications required.
- Knowledge of sexual exploitation, abuse, addictions, mental health, homelessness, inner city, and aboriginal issues.
- Aptitude and skill in computer use and database entry.

Working Conditions

This position entails shifts that include both awake and sleep hours.

Salary Scale

Salary: \$14.30 per hour awake, \$8.80 per hour asleep.

Please send your resume with cover letter to hr@e4calberta.org or fax (780) 425-5911. No phone calls please. This competition will remain open until a suitable candidate is found.