

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.
- Other duties, as required by the Program Manager.

##### **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, as required by the Program Manager

##### **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.  
Shift is Saturday and Sunday 9:00pm – 7:00am.

## Salary Scale

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

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