

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.

### **Job Title: Care Worker - Part Time**

**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.

#### **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**

- Adhere to Human Resource and Program Policies and Procedures in delivering services.

## **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.
- Aptitude and skill in computer use and database entry.
- Knowledge of inner city, homelessness, poverty, mental health, addiction, prostitution, abuse and multicultural issues.

## **Working Conditions**

This position is a part-time week-end position

### **Shifts available:**

**7:30 - 4:30pm      3:30 - 12:00am**  
**11:30- 8:00am      10:00- 6:00pm**

**Salary:** \$ 14.87 per hour

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.

Please indicate in your cover letter the shift you are applying for it.