



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.

### **Overnight Caregiver – 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 Overnight Caretaker is a front-line and custodial staff member of the Elizabeth House team responsible for service delivery to program residents and facility custodial duties. This position reports to the Program Manager and provides key support to the facility, carrying out job duties through a team service delivery approach with the Case Workers and the Care Work team. The Overnight Caretaker is an integral part of the team and works with the entire team including front-line and kitchen staff.

#### **Duties and Responsibilities**

##### **Custodial / Maintenance**

- Participate in and coordinate custodial duties, working in conjunction with care workers and the overall staff team
- Clean and maintain all areas of the building utilizing a regular cleaning and maintenance schedule
- Conduct routine safety inspections of interior and exterior of building. Ensure good working condition of doors, equipment, power outlets, locks etc...and report all repair work to be completed by outside Service Contractor to Program Manager
- Complete minor maintenance duties
- Participate in maintaining adequate cleaning and house supplies, through taking stock and keeping inventory records; listing all required supplies for appropriate staff; and ensuring proper supplies storage
- Other duties may be assigned as needed

### **Service Delivery / Case Management**

- Participate in client care on an as needed basis
- Attend to client emergencies as they arise on shift
- Ensure the safety and security of the clients and the facility at all times.

### **Administration**

- Adhere to Human Resource and Program Policies and Procedures in delivering services.
- Use problem solving strategies appropriate to addressing conflict in a safe, productive and supportive manner
- Other duties may be assigned as needed

### **Qualifications**

Preferred:

- Six months of related experience in facility maintenance and custodial work
- Must be able to meet the physical demands of the job
- High school completion or equivalent. Any trades training would be an asset.
- Security Clearance and Child and Youth Intervention Module Check.
- Current Standard First Aid and CPR and Suicide Intervention Training.
- Strong interpersonal skills, demonstrates initiative, respect and collaboration, able to work independently.
- Knowledge and interest in women's and homelessness issues would be an asset.
- WHIMIS Certification

### **Working Conditions**

This position is a full time awake overnight position with shifts from 11:30 pm to 8:00am

### **Salary Scale**

Starting: \$14.30/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.