



Changing Lives • Growing Community

Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking an dedicated 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: Shift Leader, Days, Women's Emergency Accommodation Centre (WEAC)

Job Purpose

The Women's Emergency Accommodation Centre (WEAC) provides emergency beds, meals, transportation and security for women in a 24-hour-a-day staffed facility. The Day Shift Leader is a supervisory staff member of the WEAC team responsible for delivery of service to program residents. This position reports to the Program Manager and provides key support to this position and the rest of the supervisory team.

The Day Shift Leader support and guides client care through their work with the Care Workers and the Community Support Workers. This position participates in the on-call rotation. This position fills in where needed in the delivery of services to clients.

Duties and Responsibilities

Service Delivery / Case Management

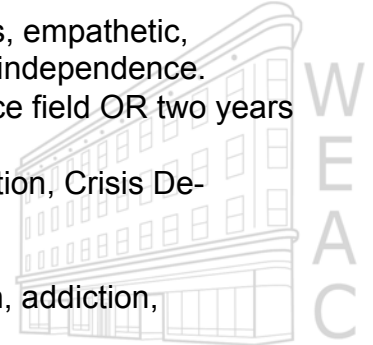
- Provide direct care to clients through crisis intervention, support, modeling appropriate living and life skills; case and exit planning; advocacy and referral to community resources; and planning recreational activities.
- Assess and monitor client cases by maintaining and reviewing client case documentation; participating in the keeping of appropriate program statistics and tracking; and communication with program staff and relevant parties.
- Maintain a safe and healthy living environment through: mediating disputes and encouraging cooperation; reviewing incidents reports by front-line staff; ensuring a regular residents' meeting; and educating residents on health, safety and personal security.
- Advocates and support client in accessing the community resource.
- Any other duties as needed

Administration

- Adhere to program and agency policies and procedures.
- Ensure open and clear communication with team members.
- Complete written documentation, as required.

Qualifications

- Strong interpersonal skills, communication and teamwork skills, empathetic, creative, enthusiastic and the ability to work with initiative and independence.
- Two-year post-secondary diploma or degree in a human service field OR two years of directly related work experience.
- Clear Security Clearance, Standard First Aid, Suicide Intervention, Crisis De-escalation and Medication Administration certification.
- Aptitude and skill in computer use.
- Knowledge of inner city, homelessness, poverty, mental health, addiction, prostitution, abuse and multicultural issues.
- Ability to adhere to and implement the objectives and guiding principles of the social work code of ethics.
- Clean driver abstract with a reliable vehicle with a 6A endorsement/with permission to carry passengers.



Working Conditions

Shift work and flexibility in scheduling is required. General hours would be 8:00am – 4:00 pm Monday – Friday and on call rotation. This position is an interim position while the Program Manager is away.

Salary Scale

\$37,650 - 40,705 plus benefits and training opportunities. Please send your resume to Violet Bird at vbird@e4calberta.org or fax (780) 424-9642. No phone calls please. This competition will remain open until a suitable candidate is found.