



RC BISHOP OF THE DIOCESE OF CALGARY



EMPLOYMENT OPPORTUNITY - SUPPORT STAFF – ELIZABETH HOUSE

RC Bishop of the Diocese of Calgary invites applications for Support Staff at Elizabeth House. Elizabeth House is a residential program of the RC Diocese in partnership with the Sisters of Charity of St. Louis.

THE PROGRAM

Located in NW Calgary, Elizabeth House provides shelter and guidance to at-risk, pregnant and parenting women who need a safe place to reside while working towards independent living. As these women move from pregnancy to parenthood, they are also provided opportunity to improve their physical, emotional and financial stability through external programming and supports.

THE RESPONSIBILITIES

Reporting to the Coordinator, Support Staff maintain a calm and caring presence within the home during evening, overnight (sleep), and weekend hours. They are responsible for:

- Overseeing the safety and security of the household in accordance with program guidelines;
- Contributing to the maintenance and (domestic) upkeep of the home;
- Facilitating and/or supervising in-house programs, events and activities;
- Assisting with the care of infants as needed and within the protocols of the program;
- Transporting & accompanying residents to various errands, appointments or to hospital as needed;
- Other duties as assigned by the Coordinator and Caseworker

THE INDIVIDUALS

We are looking for a dedicated roster of casual and relief support staff for our program, we accept applications from mature women who have a heart for the population that we serve. Our ideal candidates:

- Have current and relevant experience working with at-risk women from mid- teens to adult as well as infants from newborn to between 18 and 24 months; experience working with pregnant and parenting women is an asset
- Are available for evening, overnight, and/or weekend shifts, occasionally day time and statutory holiday coverage as well;
- Can respond to conflict, crisis and/or emergency situations with maturity, patience, discipline, and confidence;
- Hold a valid driver's license and satisfactory driving history (10yr abstract required);
- Have excellent English verbal and written communications skills, including professional case notes and client journals;
- Will pass security screening including vulnerable sector police and child welfare clearance on an ongoing basis;
- Experience working with at-risk populations in residential, emergency shelter, school and/or community support settings is an asset.

WORKING CONDITIONS

This is a home-like environment where support staff work in isolation and with minimal supervision. Under Alberta Employment Standards, the position is classified as Domestic and focuses on the care, comfort, and convenience of the members of the residence. Staff are expected to adhere to professional boundaries policies as applicable to Elizabeth House while maintaining open communication, confidentiality, compassion and empathy for the women and babies who call Elizabeth House 'home'. Between full time day, casual and relief staff, the program offers onsite supervision and support 24hrs/day, 7 days/week, 365 days/year.

- Sleeping accommodations and meals are provided onsite for overnight and weekend shifts;

- Program vehicle is provided for work related transportation and errands;
- Flexibility in scheduling is offered to meet the individual needs of the Support Staff and the program;
- Training is provided for CPR/First Aid, Food Safety, Car Seat Safety, and Sexual Abuse Prevention.

STRENGTHENING OUR PARISH COMMUNITIES

The Diocese of Calgary fosters “Strengthening Our Parish Communities” a safe environment program. Screening includes a satisfactory Vulnerable Sector Police Information Check, Intervention Record Check and Agreement to the Model Code of Conduct. (see <http://www.calgarydiocese.ca/articles/employment-opportunities.html> for the entire Model Code of Conduct and the Agreement document.

TO APPLY

Interested persons may apply by submitting a **complete Application Package (all 4 items)** including:

- Application for Employment downloadable at <http://www.calgarydiocese.ca/resources/application-for-employment-form-1.pdf>
- Resume
- Cover letter describing suitability for the position
- Sample of professional case note or client journal writing. (A scenario will be provided)

To apply: Send your resume and cover letter to careers@calgarydiocese.ca

The posting will remain open until such time as a suitable candidate is found, however, interviews will commence as qualified candidates apply.

We thank in advance all applicants for their interest.