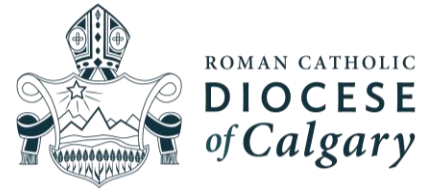


# POSITION DESCRIPTION *for*

## Elizabeth House – Support Staff



## REPORTS TO

Elizabeth House Coordinator

## OVERVIEW

Located in NW Calgary, Elizabeth House is a transitional home providing resources and guidance to pregnant and parenting experiencing woman 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. Elizabeth House is a residential program of the RC Diocese in partnership with the Sisters of Charity of St. Louis.

## 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

## QUALIFICATIONS

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:

- Are available for evening, overnight and weekend shifts, occasionally day time and statutory holiday coverage as well;
- Have current and relevant experience working with at-risk women from mid-teens to adult as well as infants from newborn to 24 months; experience working with pregnant and parenting women is an asset
- Can effectively and safely respond to conflict, crisis and/or emergency situations with skill 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.
- Have education/experience in Child & Youth Care, Social Work, Human Services or related fields

## WORKING CONDITIONS

This is a home-like environment where support staff work under direct and indirect 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 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 and more.

## SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Vulnerable Sector Police Information Check (VSPIC)
- Child Intervention Record Check
- Praesidium Sexual Abuse Prevention online training modules

## TO APPLY

Documents required as part of the application process include:

- A completed application form - download here: <https://www.catholicyc.ca/careers.html>
- A cover letter and resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)
- Agreement to the Model Code of Conduct (see <https://www.catholicyc.ca/careers.html>)

Applications should be submitted by e-mail to: [Careers@calgarydiocese.ca](mailto:Careers@calgarydiocese.ca)

Or, mailed to: Human Resources, Catholic Pastoral Centre (120 17 Ave SW, Calgary, AB, T2S 2T2)

This posting will remain open until a suitable candidate is selected. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank in advance all applicants for their interest.