604-874-6629 Ext 226
www.hsls.ca
604-873-4402
3965 Dumfries St.
Vancouver BC V5N 5R3

Helping Spirit Lodge Society

Job Description for Crisis Intervention Worker

POSITION SUMMARY:

The Second Stage Housing Crisis Intervention Worker works at our second stage housing site Spirit Way and provides women and children with safety and support. They offer crisis intervention when required, make appropriate referrals to community agencies such as hospitals, police, and the Ministry of Child & Family Services if support services are needed. They also maintain the security of the building and its residents by making rounds throughout the shift and checking mechanical and maintenance rooms for problems. Cleaning duties are an essential responsibility of this role. Strong communication skills (both oral and written), and a valid First Aide certificate are important, as well as to be able to work as part of a team, and independently.

REPORTS TO:

The Spirit Way Program Coordinator

QUALIFICATIONS:

- Basic Security Person Training Certificate an asset
- Three years experience |
- Ability to process emergency/crisis
- Good communication skills
- Good organizational skills
- Ability to be assertive
- Knowledge of family violence an asset
- Leadership. qualities
- Honesty and ethical attributes
- Work independently and as a team player
- Criminal Record Check mandatory

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KEY RESPONSIBILITIES/DUTIES:

- Ensure the safety of residents, property and employees of Spirit Way Second Stage Housing
- To patrol and monitor property against theft and vandalism
- Ensure all window screens in units are secure
- Follow safety procedures if any emergency alarm sounds
- To review daily footage from video camera
- To report all safety concerns to Residence/Program Manager
- Crisis assessment and ability to follow-up
- Work in conjunction with police and other emergency response teams
- To maintain nightly log, including incident reports
- To provide support for residents and children, if needed
- To learn all mechanical functions of SPIRIT WAY
- Willing to do tasks that may not be listed on job description
- To ensure security measures are in working order at all times
- To be responsible for noise control
- To perform cleaning/maintenance as required
- Support in doing house laundry
- Cook meals for programming
- Support in hosting dinners
- Check in with women when needed
- Ensure guests are signed in and out

Pay: $24/hr to start

Contract: Full-time, 40hrs/week

Benefits: Eligible for employee health benefits after 3 months

Vacation: 15 days paid vacation for the first 1-2 years, with vacation increasing after more time at the organization

Paid statutory holidays

www.hsls.ca

Please send resume and cover letter to: operations_manager@hsls.ca

Preferences will be given to **FIRST NATION'S WOMEN** *as per* **SECTION 41 OF THE HUMAN RIGHTS CODE**

Only short –listed candidates will be contacted.

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Closing Date: Until Position Filled

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