

**YWCA Prince Albert**

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#### Job Description

**Job Title: Housing Support Worker – Homeward Bound Windsor**

**Job Type:** Full – Time Hourly (Guaranteed 32 hours a week)

**Location**: Prince Albert, SK

**Reports To:** Homeward Bound Windsor Supervisor

**Responsible To:** Homeward Bound Assistant General Manager

**About the YWCA:** YWCA Prince Albert is a friendly and rewarding place to work. There are

many opportunities for advancement for hard-working, positive, team-oriented people.

**Responsibilities:** Housing Support Workers are members of the Homeward Bound Windsor team and work together to provide housing supports for clients in a flexible, compassionate, and responsible manner.

**Qualifications:**

* Experience in human services, supported housing, or with persons with disabilities/addictions;
* Knowledge and understanding of Aboriginal culture;
* Driver’s license;
* Vehicle;
* Excellent communication skills (written and verbal);
* Computer skills;
* Must pass criminal record check and vulnerable sector check;
* Ability to work independently;
* Good time management skills;
* Knowledge of person centered, trauma informed care and strength - based approaches;

**Remuneration:** TBA

YWCA additional Benefits:

* + - Paid vacation days
    - Paid sick time
    - Benefit packages (life insurance, health, dental, LTD); Employee pays portion
    - 5% matching pension plan
    - Professional development opportunities

##### Duties:

* Review communications board, emails and log books when coming on shift;
* Maintain written and computerized records, compile reports and complete other program documents (including case notes, statistics, letters, etc.);
* Provide transportation to client appointments;
* Provide culturally sensitive outreach, case management, counselling and other needed services to clients;
* Provide individually tailored services to each client, ex., housing placement, independent living skills, appointment escorts, home visits, family counselling;
* Aid clients in their homes and in the community to allow them to participate safely and as independently as possible with dignity and respect;
* Assist with building cleanliness and safety- escorting any unwelcome persons from the property when safe to do so, respond to incidents as needed and awareness of emergency procedures;
* Assist coworkers when requested;
* Be available for community members for mentorship and consultations;
* Notify appropriate individuals (on-call staff, Supervisor, Manager) and/or Authorities in the event of accidents or other critical incidents and ensure critical incident reports are completed;

**SPECIFIC PROGRAM RESPONSIBILITIES:**

* Conduct daily home inspections of key clients (fire/smoke alarm, safety issues, repairs, etc.) and maintain cleanliness;
* Develop case plans for each of the primary clients, and work with your designated supervisor to ensure yearly Person- Centered Plans are completed;
* Help prepare the meal program with other team members with specific focus on life skill development for clients;
* Support the reaction team in facilitating daily or weekly in house and community recreational outings and activities focused on skill development;
* Coordinate supports for primary clients including, but not limited to: hygiene, laundry services, budgeting, cleaning, rent and expenses;
* Assist with weekly grocery shopping;
* Assist in managing client savings (maintain ledger, safe storage, monitoring);
* Participate in mandatory training such as First Aid, Naloxone, and Med Assist to safely and effectively perform duties;
* Advocate on behalf of clients within the community as needed (ex: vocational or educational programs, appointments)
* Assist clients in transitioning into the program, or out depending on their individualized plans (setting up apartment, start up groceries, organizing, communicating information to the rest of the team)
* At the end of each shift, complete Payworks and client documentation;
* Develop and participate in Homeward Bound community-wide activities;
* At all times, be aware of the Homeward Bound environment and do your part to ensure it is safe, clean and welcoming;
* *Other duties and responsibilities as deemed necessary by management, to ensure the effective operation of The Homeward Bound Windsor program*

**Probation:** All YWCA Prince Albert positions contain a three-month probation period.