



Casual Client Support Worker – Paspew House – Job Opportunity

DEPARTMENT: MCFN – Community Services

REPORTING TO: Manager Paspew House

DURATION: Casual Employee

LOCATION: Fort Chipewyan, AB

The Mikisew Cree First Nation – Paspew House is recruiting Support Staff to join our team on a 'casual basis'. The Paspew House is a women's shelter that is a safe haven for women and their children who are fleeing domestic violence. Paspew- a Cree word meaning safe. The intent of Paspew House is to enhance the standard of life and home environment of community members who are in a period of distress and require support and resources. The preferred candidate will have a good track record in working with the Community and understands the family dynamics.

Responsibilities:

- To be on standby or on-call waiting list, to be called at any time, as needed for different shift workdays or nights, including weekends.
- Accurate, concise and timely documentation and case notes.
- Provide shelter tours to new clients as required.
- To work with clients, other shelter staff and other resource people in the community.
- To respond to telephone inquiries and crisis calls.
- To maintain all client file records and telephone documentation in a confidential manner.
- To document all required information relating to shift in the appropriate logbooks.
- To ensure that safety and security measures for the shelter are adhered to, performing routine security checks as per policy.
- To assist clients with meal preparation if needed.
- To perform regular household chores, including laundry as required.
- Other duties as assigned.

- Provide information and referrals as appropriate.
- Ensure and maintain resident confidentiality, communicating the limits of confidentiality during service provision.
- Conducting an accurate and concise shift change report to oncoming shift.
- Assisting clients with donations and basic needs items as required.
- Complying to all policies and procedures of Paspew to ensure the shelter functions smoothly and efficiently.
- Participate with feedback in surveys and staff meetings to address what is working and what is needed, regularly.
- Ability to face dual relationships with an open mind and appropriate personal boundaries with clients, and refrains from involvement with client personal affairs or other business that may constitute a conflict of interest.



Competencies

Non-judgmental and empathetic

Confidentiality an absolute requirement

Must have the ability to work in a high stress and non-structured environment

Other duties as required.

COVID Requirements:

Complete regular cleaning of your workstations throughout your shift with appropriate disinfectant.

Completing COVID screening assessments and stocking of PPE supplies ongoing.

Requirements:

- Completion of grade 12 education or experience working in a Women's Shelters or other related field will be considered.
- Previous crisis intervention experience is an asset or a willingness to obtain this training.
- Knowledge of the local Indigenous language and culture is desired.
- Living a healthy and balanced lifestyle.
- Obtained training/certificates or Willingness to obtain necessary training of: CPR/First Aid, Mental Health First Aid, Trauma Informed, Suicide Prevention along with other related training suited to field of work.
- Ability to work well with other employees and the ability to work under minimal supervision.
- Must maintain "**confidentiality**" at all times in all positions.
- Must be bondable and provide RCMP Criminal Record Check with Vulnerable Sector Check
- Willingness to acquire knowledge of federal and provincial legislation regarding Family Violence.
- Valid Class 5 Alberta driver's license is preferred.

Closing Date: Until a suitable candidate has been found

Please email all resumes to:

betty@impacthr.ca

hr@mikisewcree.ca

construction.supervisor@mikisewcree.ca

Only those candidates selected for an interview will be contacted.