

NOTICE:

POSITION: Tenant Support Worker – Life Skills
Position is temporary until incumbent returns

JOB POSTING #0043
1 Temporary Full-Time – Walton

SALARY: \$21.85 - \$23.69 depending upon applicants' length of seniority (as per the Collective Agreement)

HOURS AND DAYS OF WORK:

- **Sunday through Thursday**
- Shift times will be **09:00 to 17:00 hrs**
- Shifts are 7.25 hours in length
- Days of rest shall be consecutive. Schedule may change with two weeks' notice
- Probationary/ qualifying period will be 488 hours with mid and end point reviews.

JOB SUMMARY:

The Tenant Support Worker – Life Skills (TSW) reports to Site Manager and works in accordance with the mission and philosophy of Lookout Housing and Health Society including following Lookout's Code of Ethics. The TSW – Life Skills teaches and develops life skills with residents, in groups or individually. Will work with tenant to maintain and develop greater independence and stability with the goal of a healthier and more independent living arrangement.

JOB DUTIES: (in brief)

- Accompany and assist residents with shopping and community kitchen activities
- Teach hygiene and organizing skills to aid tenants in room and personal cleaning
- Arrange educational or training events for residents if applicable
- Participate in tenant intake and provide support services and assessment
- Will identify challenges for tenant and develop service plans, crisis intervention, administer finances and medication
- Ensure that basic needs are met by working closely with the individual on a long-term, ongoing basis
- Complete required paper work and maintain statistical and evaluative data
- Assist with volunteers and practicum students on site
- Some external work is likely to occur. Use of an automobile may at times be useful

QUALIFICATIONS & COMPETENCE:

- Related Diploma or Certificate or minimum Grade 12 education, plus two (2) years of recent related experience or equivalent combination of education, training and experience
- Familiarity with community resources, particularly addiction, mental health and harm reduction.
- **Must have current OFA 1 First Aid Certificate**
- Crisis Intervention Skills Training an asset
- Class 4 driver's Licence an asset
- Ability to work independently or in a team setting
- Strong ability to manage stress and organize workload
- Excellent communication, writing and documentation and organizational skills.
- Understands and maintain clientele/worker boundaries
- Ability to work with disadvantaged and challenging adults in a diverse environment
- Quick learner and self-motivated
- Strong physical and mental ability to perform work tasks and operate job related equipment.
- A minimum of two (2) years sobriety if you have had concerns related to alcohol and/or drug use.
- Criminal Record Clearance – vulnerable sector

CLOSING DATE: Applications will be accepted until **17:00 hours, February 15, 2018**

TO APPLY: Submit cover letter and resume with the Job Posting # in the subject line to: info@lookoutsociety.ca

"All employees, including laid off and displaced employees, are entitled to apply on the vacancy and be considered pursuant to the provisions of Article 12.9 (Selection Criteria)." **Internal applicants must notify manager of intent to apply.** External applicants will be reviewed after Internal.

ALL QUALIFIED APPLICANTS WELCOME TO APPLY. THOSE SHORT-LISTED WILL BE CONTACTED