

NOTICE:

JOB POSTING #1606

POSITION: Tenant Support Worker (Grid 34)

1 Part Time – Courtenay, BC

SALARY: \$31.56 - \$33.28 depending upon applicants' length of seniority (as per the Collective Agreement)

HOURS AND DAYS OF WORK:

- **Friday through Monday**
- Shift times will be **07:30 – 15:30 Hours**
- Shifts are **7.5** 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
- Night premium will be given to staff that work 50% or more of their shift between 00:00-08:00 Hours

JOB SUMMARY:

The Tenant Support Worker (TSW) reports to the 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 works with residents to provide assistance, support, education, and skills training. The TSW will work with tenants to maintain and develop greater independence and stability with the goal of a healthier and more independent living arrangement.

JOB DUTIES (In Brief):

- Will participate in tenant intakes, and provide support services and assessments
- Will identify challenges for tenants, develop service plans, crisis intervention, and administer finances and medication
- Ensure that basic needs are met by working closely with individuals on a long-term, ongoing basis
- Complete required paperwork 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
- Responsible for complying with and contributing to all aspects of health and safety program

QUALIFICATIONS & COMPETENCE:

- Related Diploma or Certificate; or minimum Grade 12 education plus two (2) years of recent related experience; or an equivalent combination of education, training, and experience
- Familiarity with community resources, particularly addiction, mental health, and harm reduction
- **Must have current Occupational First Aid Level 1 Certificate**
- **Must have two doses of COVID 19 Vaccine**
- Crisis Intervention Skills Training is an asset
- Class 4 driver's Licence is an asset
- Ability to work independently or in a team setting
- Strong ability to manage stress and organize workload
- Excellent communication, writing, documentation, and organizational skills
- Ability to understand 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 two (2) years of sobriety if you have had concerns related to alcohol and/or drug use
- Criminal Record Clearance for the Vulnerable Sector

Lookout Housing and Health Society is committed to empowering people from different races, gender, age, religion, identities and unique experiences. We welcome everyone from diverse backgrounds and encourage them to apply in order to foster an inclusive environment

TO APPLY: Submit cover letter and resume, and quote **Job Posting #** in subject line to: Lee.Fox@lookoutsociety.ca

CLOSING DATE: Applications will be accepted until **July 12, 2024 at 5:00pm**

"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." **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.

c. BCGEU, Shop Steward