



## RELIEF STAFF REQUIRED

<b>Title:</b>	Women's Shelter Relief Staff
<b>Reports to:</b>	Kabaeshiwim Supervisor
<b>Terms:</b>	RELIEF WORK From time to time we require Relief Staff to fill in for sick days, development and training days and staff holidays.
<b>Hours:</b>	8.5 hours per day
<b>Salary:</b>	\$14.25/hour
<b>Location:</b>	Kabaeshiwim Women's Shelter

Provide support to Indigenous and Non-Indigenous women and children who have been or are at risk. Under the direct supervision of the Kabaeshiwim Manager, the Relief Worker is responsible for the provision of crisis support, advocacy, information, and referral services for residents of the shelter and clients from the crisis line and walk-in services, within the philosophy and guidelines of the Saugeen First Nation #29.

### Duties:

- Supportive nature which includes: assessment, individual or group support, crisis intervention, education and information of the dynamics of abuse, information and facilitating problem solving to include development of options and alternatives
- Provide support to Indigenous and Non-Indigenous women who are currently experiencing, have experienced, or are at risk of being abused using Kabaeshiwim endorsed women-centered methodology
- Demonstrate expertise in the dynamics of abuse and how the dominant culture influences these
- Participate in Case Conferences as appropriate and only with client permission
- Recommend policies and procedures related to operation of Kabaeshiwim
  - iii consultation with Manager and Chief and Council
- Identify and communicate to Manager areas of difficulty in service delivery
- Develop and maintain files, records and statistics in relation to job duties as directed
- Establishment of processes to support the operation of Kabaeshiwim
- Other duties as assigned by the Manager
- Must make an effort to attend all bi-weekly staff meeting or any emergency meetings
- Other:
  - Police and CAS Clearance
  - Maintain a healthy lifestyle and be a positive role model
  - First Aid/CPR

### Qualifications:

- Grade 12 Diploma or G.E.D Equivalency
- Willingness to actively pursue a College Diploma in a field of Social Work, ie. Community Addictions
- Training, Indigenous Community Care Counselling & Development Training Program, Basic Training in Child Care work and facilitation, Diploma, Certificate or Equivalent
- Willingness to undertake training to enhance performance and personal development
- Knowledge and experience in providing crisis intervention
- Effective oral and written communication skills
- Interpersonal relationship skills to promote trust and confidence, to advise, to consult and to resolve conflicts
- Experience in crisis intervention
- Experience in program development
- Experience in children's group activities; provide parental skills to clients, reporting child abuse.

- Ensure client confidentiality

*Relief staff will be hired on an on-call/as required basis.*

As a relief staff member you will receive hands on experience in a field that you may be interested in obtaining certifications for. We welcome you to find out more on how you can obtain studies to further your education and become a vital part of the well-being of community members and clients.

Please submit your name, contact information and education/experience to either:

**Office:** Kabaeshiwim Women's Shelter (519)797-2521

**By E-mail:** [Cheryl.George@saugeen.org](mailto:Cheryl.George@saugeen.org)

**By Mail:** 24 Christine St, Southampton, ON N0H 2L0

**OR** fill out a Relief Worker application at the Training Centre

**Office:** Employment and Training Centre (519) 797-1224

**By Fax:** (519) 797-3458

**By E-Mail:** [employment@saugeen.org](mailto:employment@saugeen.org)

**By Mail:** 28 Joshua Crescent, Southampton, ON N0H 2L0