

We're Hiring!



TRANSITION HOUSE WORKER (Canada Summer Job)

Job Status: *Temporary, Full-time*

Hours of work: *35 hours per week*

Program: *Transition Houses*

Positions: *2 positions*

Constituency: *Surrey Centre / Surrey Newton*

Options Community Services is a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

This position is open to Female applicants only.

This position will assist the Transition House Workers (THW) in providing information, referrals and advocacy to women residents and callers on the Support Line. They will also assist the Child and Youth Support Worker (CYSW) with providing direct support to resident children, coordinating and implementing children's programs, providing parenting support to the resident moms, and providing appropriate in-house responsibilities.

****The latest job end date for Canada Summer Job, 2023 is September 2, 2023.**

ACCOUNTABILITIES

- Coordinating and implementing children's recreational activities such as craft projects, and indoor and outdoor games and garden activities.
- Preparing and setting up equipment or materials for activities and playing.
- Assisting with meeting physical needs of residents (linens, food, clothing, personal toiletries)
- Assist with crisis intervention through our support lines.
- Assist in the overall functioning of the program by completing tasks assigned by staff / supervisor.
- Respectful communication with all residents is expected. Client service skills, active listening and clear communication are promoted. A Student will be mentored and monitored on daily basis, and will have opportunity to shadow staff directly, until comfort level and skill necessary to communicate with children and women in crisis is obtained.
- Assists in maintaining program records, documentation and administrative duties as assigned
- Liaise with other agencies/professionals related to women and their goals and help to expand resource files through research.
- Participates in day to day program tasks as needed and with direct supervision.
- Performs other duties, as required.

QUALIFICATIONS

Education, Training, and Experience:

- Working towards a degree/diploma in social services or a related field.

We are an equal opportunity employer committed to hiring a diverse workforce

Posted: 23-Jan-30

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- Experience in managing emergency situations.
- Valid driver's license and access to a reliable vehicle.

Skills and Abilities:

- Demonstrated flexibility and the willingness to adapt to changing situations.
- Ability to easily build rapport with people.
- Ability to handle stress effectively.
- Demonstrated interpersonal and communication skills.
- Ability to work individually and as a part of the team.
- Proven ability to work effectively in a stressful environment.

ELIGIBILITY REQUIREMENTS

This position is supported by the Canada Summer Jobs (2023) program. This position is contingent on Federal Government Grant funding.

- Candidates must be aged 15-30 years at the beginning of employment.
- Must be either a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred (international students are ineligible) and be legally entitled to work in Canada.
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

SPECIAL REQUIREMENTS

- Satisfactory Criminal Reference Check / Vulnerable Sector search as per the agency policy.
- Personnel must sign a Confidentiality Agreement and Code of Ethics.

PLEASE APPLY TO: Sukh Mattu, Program Manager
Options Community Services Society
Email: sukh.mattu@options.bc.ca

Please include a cover letter clearly indicating the posting title and outlining your qualifications and related experience for the position]