



## **EMPLOYMENT OPPORTUNITY**

Sturgeon Lake Cree Nation Women's Shelter is seeking 3 compassionate and understanding candidates with professional values.

### **CLIENT SUPPORT WORKER**

**Program Overview:** Sturgeon Lake Cree Nation Women's Shelter is a first stage shelter for women and their children fleeing abuse and family violence. We strive to create a safe and inclusive space where all women & children can heal, grow and reclaim their strength.

#### **Job Responsibilities:**

- Assess the risk and vulnerability of the individual(s) and respond with appropriate risk management strategies, adhering to protocol.
- Provide telephone support, assessment and crisis intervention for women and children seeking assistance.
- Completing Intake paperwork and provide shelter tours to new clients as required.
- Answer phone lines and direct calls as appropriate
- Answering, screening, and assessing individuals at the front door.
- Conducting safety plans with clients, both formal and informal as needed
- Provide information and referrals as appropriate.
- Residential management; packing and storage of personal belongings, cleaning of rooms and getting it ready for incoming families.
- Comply with ALL assigned shift duties inclusive of housekeeping chores.
- Agree to rotating shift work, day and night shifts, weekend shifts.
- Act in compliance with SLCN Oath of Confidentiality and Information Technology and Social Media Agreement.
- Comply with ALL Policies and Procedures of the shelter to ensure operations function safely and the dignity of clients and staff is respected.
- Facilitate programing focused to the needs of the women and children.
- Participate in staff meetings in a collaborative manner.

#### **Required Skills and Abilities:**

- Criminal Record Check with Vulnerable Sector Check, Intervention Record Check, Food Safe certification, First Aid with CPR & AED certification, ASSIST, Mental Health First Aid and Valid Class 5 Driver Licence.
- A diploma or degree in social work, human services, community development, or a related field is preferred. Experience may be considered in place of education.
- Experience working with women and children who may have complex needs.
- Communicate effectively, both verbally and writing.
- Set and maintain healthy and clear boundaries.
- Work independently and in collaboration with others.

**Please submit Cover Letter, Resume, References, Criminal Record and CYIM checks:**

By Email: [Executivedirector@sturgeonws.ca](mailto:Executivedirector@sturgeonws.ca), Attention: Brett Boman

In-person: Sturgeon Lake Cree Nation Administration Office; Fax: 780-524-2711

Criminal Record & CYIM checks are required. Incomplete applications will not be considered.  
We thank you for your interest. Only applicants selected for an interview will be contacted.