



EMPLOYMENT OPPORTUNITY

Sturgeon Lake Cree Nation Women's Shelter is seeking 4 compassionate & understanding candidates with professional values.

CLIENT SUPPORT WORKER

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

Job Responsibilities:

- Assess the risk & vulnerability of the individual(s) & respond with appropriate risk management strategies, adhering to protocol.
- Provide telephone support, assessment & crisis intervention for women & children seeking assistance.
- Completing Intake paperwork & provide shelter tours to new clients as required.
- Answer phone lines & direct calls as appropriate
- Answering, screening, & assessing individuals at the front door.
- Conducting safety plans with clients, both formal & informal as needed
- Provide information & referrals as appropriate.
- Residential management; packing & storage of personal belongings, cleaning of rooms & 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 & procedures of the shelter to ensure operations function safely & the dignity of clients & staff is respected.
- Participate in staff meetings in a collaborative manner

Required Skills & Abilities:

- Criminal Record Check with Vulnerable Sector Check, Intervention Record Check, Food Safe certification, First Aid with CPR & AED certification, Mental Health First Aid & 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 in working with women & children who may have complex needs
- Communicate effectively, both verbally & in writing.
- Set & maintain healthy, clear boundaries.
- Work independently & in collaboration with others.

Please submit Cover Letter, Resume & References:

By Email: Executivedirector@sturgeonws.ca, Attention: Brett Boman

In-person: Sturgeon Lake Cree Nation Administration Office

Fax: 780-524-2711