



**February 7, 2012**

**FULL-TIME WEEKDAY RESIDENTIAL COUNSELLOR**

Dates Available: Immediately

**Rates of Pay: \$23.97 - \$26.82**

This is a Full Time union position reporting to the Manager of Residential Services. The Calgary Women's Emergency Shelter is a 24-hour, seven day a week facility. Hours of work will be 8.75 hours per shift, amounting to 35 hours per week, Monday to Thursday on a rotating one week day shift and one week evening shift.

**Your responsibilities will include:**

- Ensuring the physical needs of food, shelter and safety are provided for women and children in crisis, 24 hours per day and seven days per week.
- Respond effectively to all requests for admission, assessing the service needs of those seeking assistance, referring to other agencies as required and arranging intake procedures.
- Crisis intervention, assessment of client's needs and development of case management plans to assist clients.
- Ensuring that the residents are safe at all times; screening telephone calls, using the electronic systems available to monitor those seeking entrance, performing periodic house checks at least two times per shift, and advising an immediate manager when a security alert is necessary.
- Meeting with clients on a daily basis to discuss their needs and concerns.
- Providing information to other relevant agencies, after consent for release of information has been given and advocating to assist clients to their move from the shelter back into the community, including:
  - Making arrangements for police escorts to retrieve belongings
  - Assisting clients make application for financial assistance
  - Consulting with other agencies, as necessary
- Daily maintenance of each case file, including recording information provided from the intake procedure, individual or group counselling, in-house activities, referrals, appointments and results of case management plans as well as the closure process
- To consult and work with all staff and volunteers to facilitate the integration of all programs which clients may participate in, including child support, outreach, and volunteer and housekeeping programs.
- General duties as assigned.

**The ideal candidate will have the following background:**

- B.S.W. or B.A. in a Social Science or graduate level work in a counselling related discipline required.
- Must be registered with the appropriate Professional Association.
- The ability to be discreet and maintain confidentiality to safeguard the security of women fleeing domestic violence.
- Knowledge and experience in domestic violence issues and/or experience working in the voluntary sector.
- Multiple languages would be considered an asset
- Ability to work as part of a team and to coordinate the involvement of other colleagues.
- Demonstrated strong interpersonal, communication and organizational skills.
- Must have CPR, First Aid & ASSIST certifications.
- A criminal records search and an intervention record check are conditions of employment.

## OUR MISSION

We are here to support individuals and families in their efforts to live free from family violence and abuse.

**Please submit resume to:  
Audrey Hurst, Manager of  
Human Resources via email  
at [audreyh@cwes.ca](mailto:audreyh@cwes.ca) or fax to  
(403) 237-7728.**

*The Calgary Women's Emergency Shelter Association is an equal opportunity employer. A not-for-profit agency, the Calgary Women's Emergency Shelter is committed to cultural diversity.*

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*