



## JOB POSTING

### SAUGEEN FIRST NATION

### Women's Shelter Support Staff

<b>Program:</b>	Women's Shelter
<b>Reports To:</b>	Kabaeshiwim Women's Shelter Manager
<b>Term of Employment:</b>	Permanent, Full-Time
<b>Wage:</b>	\$22.51 per hr
<b>Hours of Work:</b>	35 hrs per week

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#### **JOB PURPOSE**

The Support Worker provides essential support to Indigenous and Non-Indigenous women and children at risk or currently experiencing abuse. Reporting directly to the Kabaeshiwim Manager, the Support Worker is responsible for delivering crisis support, advocacy, information, and referral services for shelter residents, crisis line callers, and walk-in clients. This role upholds the values and guidelines of Saugeen First Nation #29.

#### **KEY DUTIES AND ACCOUNTABILITIES**

##### **Client Support and Crisis Intervention**

- Conduct assessments and provide individual and group support, crisis intervention, and educational resources related to the dynamics of abuse.
- Facilitate problem-solving by assisting clients in developing options and alternatives to address their situations.
- Offer support to women using Kabaeshiwim's women-centered approach, respecting cultural and individual differences.
- Provide support using women-centered methodologies, tailored to the experiences of Indigenous and Non-Indigenous women at risk or affected by abuse.
- Conduct daily counseling on the types and dynamics of violence and make referrals to professional counseling services as needed.

##### **Expertise & Case Collaboration**

- Demonstrate expertise in understanding the dynamics of abuse, particularly how dominant culture can impact these experiences.
- Participate in case conferences as appropriate, ensuring client consent is obtained.

##### **Policy Recommendations & Service Improvement**

- Identify service delivery challenges and communicate these to the Manager.

##### **File Management & Reporting**

- Maintain accurate files, records, and statistics as directed to ensure efficient tracking and reporting.
- Establish and follow processes to support the smooth operation of Kabaeshiwim.

##### **Team Collaboration & Professional Development**

- Attend all staff meetings and emergency meetings as required to stay updated on policies and team coordination.

Women's Shelter Support Staff

- Actively pursue training and development to enhance job performance and personal growth.

### **Role Modeling & Lifestyle Management**

- Maintain a healthy lifestyle and serve as a positive role model for clients and staff.
- Always uphold client confidentiality and professional boundaries.

### **Other Duties**

- Perform additional duties as assigned by the Kabaeshiwim Manager.

### **Qualifications**

#### **Education and Training**

- College Diploma in Social Work, Community Addictions, or related fields.
- Basic Training in Childcare, group activity facilitation, or parental skills support.
- Training in Indigenous Community Care, Community Addictions, or Counselling & Development.

#### **Knowledge, Skills & Abilities:**

- Conflict resolution skills.
- Knowledge of domestic violence issues and child development.
- Strong organizational skills with the ability to manage multiple tasks.
- Professional boundaries, confidentiality, and harm reduction support skills.
- Strong written and verbal communication, including computer proficiency.
- Strong interpersonal skills to build trust, advise, and consult with clients.
- Ability to handle confidential information with professionalism.

#### **Designations, Licences & Requirements:**

- CPIC & Vulnerable Sector
- First Aid/CPR/AED certification
- Valid Ontario "G" class Driver's License
- Trauma Certification and VAW certification.
- Non-Violent Crisis Intervention training
- Cultural Competency related to Indigenous communities would also be beneficial.

### **WORKING CONDITIONS**

1. **Physical Demands** – Long periods of sitting, standing, typing and some walking. Lifting of some objects not exceeding 10 pounds.
2. **Environment** – Mainly an office environment and indoor locations with some exposure to outside during travel. Minimal exposure to hazardous material (cleaning supplies).
3. **Mental Effort** – Moderate to high tension and anxiety levels, as there will be a number of situations involving conflict management, negotiation and significant deadlines.

4. **Position Type/Expected Hours of Work** – Regular full-time hours with availability for evening and weekend work as required.

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

**DEADLINE DATE: Friday, April 4, 2025 @ 4:00 p.m.**  
**(\*No Late Applications Accepted\*)**

**Only qualified applicants will be contacted for an interview**  
**Qualified Saugeen First Nation members will be given priority**

**Successful candidate will be asked to provide a current Criminal Record Check including Vulnerable Sector Screening as a condition of employment**

**Applications (cover letter, resume, 3 references) will be received:**

**Office:** Human Resources Dept, (519) 797-1224, Extension 1110

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

**By Mail:** HR Dept, 6 Cameron Drive, Southampton, ON N0H 2L0