



JOB POSTING SAUGEEN FIRST NATION Women's Shelter Support Staff

Program: Women's Shelter
Reports To: Kabaeshiwim Women's Shelter Manager
Term of Employment: **Term Contract - Full-Time** – 1 Year
Wage: \$23.19 per hr
Hours of Work: 35 hrs per week

JOB PURPOSE

Provide support to Indigenous and Non-Indigenous women and children who have been or are at risk. Under the direct supervision of the Kabaeshiwim Manager, the Relief Worker is responsible for the provision of crisis support, advocacy, information, and referral services for residents of the shelter and clients from the crisis line and walk-in services, within the philosophy and guidelines of the Saugeen First Nation #29.

KEY DUTIES AND ACCOUNTABILITIES

- Supportive nature which includes assessment, individual or group support, crisis intervention, education and information of the dynamics of abuse, information and facilitating problem solving to include development of options and alternatives
- Ability to make difficult decisions based on client needs
- Provide support to Indigenous and Non-Indigenous women who are currently experiencing, have experienced, or are at risk of being abused using Kabaeshiwim endorsed women-centered methodology
- Provide daily basic counselling as needed, educating on the forms of violence and referring to professional counselling when required
- Providing life skills, parenting skills and information about the court system and/or legal aid when required
- Demonstrate expertise in the dynamics of abuse and how the dominant culture influences these
- Participate in Case Conferences as appropriate and only with client permission
- Recommend policies and procedures related to operation of Kabaeshiwim (i.e., consultation with Manager and Chief and Council)
- Identify and communicate to Manager areas of difficulty in service delivery
- Develop and maintain files, records and statistics in relation to job duties as directed
- Establishment of processes to support the operation of Kabaeshiwim
- Other duties as assigned by the Manager
- Must make an effort to attend all bi-weekly staff meeting or any emergency meetings

REQUIREMENTS

Education and Experience:

- Grade 12 Diploma or G.E.D Equivalency
- Willingness to actively pursue a College Diploma in a field of Social Work, ie. Community Addictions

- Training, Indigenous Community Care Counselling & Development Training Program, Basic Training in Child Care work and facilitation, Diploma, Certificate or Equivalent

Knowledge, Skills & Abilities:

- Maintain a healthy lifestyle and be a positive role model
- Willingness to undertake training to enhance performance and personal development
- Knowledge and experience working with those experiencing domestic violence
- Knowledge and experience in providing crisis intervention
- Effective oral and written communication skills
- Interpersonal relationship skills to promote trust and confidence, to advise, to consult and to resolve conflicts
- Experience in crisis intervention
- Experience in program development
- Experience in children's group activities; provide parental skills to clients, reporting child abuse.
- Ensure client confidentiality

Designations, Licences & Requirements:

- Police and CAS Clearance
- First Aid/CPR
- Valid Ontario "G" class Driver's License

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, November 28th, 2025 @ 4:30 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: Joe Wesley, (519) 797-2781, Extension 1104

By E-Mail: joe.wesley@saugeen.org

By Mail: Attn. Joe Wesley, 6 Cameron Drive, Southampton, ON N0H 2L0