

THE PENTICTON AND DISTRICT SOCIETY FOR COMMUNITY LIVING

JOB DESCRIPTION

PDSCL Job Title: Transition House Worker

Job Family: Front Line Worker

Job Classification: Transition House Worker

Grid Level: 10

Wage Rate: As per Current Collective Agreement

Reports To: Compass Manager

JOB SUMMARY

Provides support, security, advocacy, information, education, crisis intervention and referrals to residents.

KEY DUTIES AND RESPONSIBILITIES

1. Screens prospective residents for suitability prior to admission. Conducts intake interviews. Orients and assists residents to settle into Compass.
2. Assesses residents' immediate needs and assists them to define and implement an action plan. Provides information to residents on resources available and recommends appropriate services.
3. Monitors and ensures the safety and comfort of residents and the security of the facility. Facilitates resolution of conflicts between residents.
4. Provides emotional support, encouragement, goal setting and problem solving support to residents. Facilitates house and/or support group meetings.
5. Liaises with other services agencies and professionals. Maintains current knowledge of issues and resources related to abuse and violence. Provides presentations and public awareness activities about services and issues of abuse.
6. Ensures housekeeping services such as laundry, housecleaning and maintaining supplies are completed; performs minor maintenance.
7. Provides crisis intervention and risk assessment for residents. Provides information, advocacy for and assistance to residents.
8. Maintains case notes, resident records, documents, forms and statistical information.
9. Orients and assigns duties to volunteers/practicum students.
10. Accompanies and/or transports residents to outside services.
11. Performs other related duties as required

EDUCATION

Diploma in related human/social service field.

TRAINING & EXPERIENCE

One (1) year recent related experience.

Or an equivalent combination of education, training and experience.

OTHER JOB REQUIREMENTS

- Ability to work cooperatively and effectively with or without supervision
- Skill in behavior management and task analysis.
- Good communication, data collection, observation and reporting skills.
- Good knowledge of community services and resources.
- Skills in training, planning and organizing.
- Solid philosophical belief in community inclusion.
- Valid CPR/First Aid Certificate • Satisfactory Criminal Records search.
- Valid Foodsafe Certificate
- Knowledge of fire safety and fire equipment.

I read and understand the above job requirements and responsibilities and agree to carry them out in my role as a Transitional House Worker.

NAME: _____ SIGNATURE: _____

DATE: _____