



YWCA Lethbridge & District
604 8th Street South
Lethbridge, AB T1J 2K1
P 403-329-0088 | F 403-327-9112

Position: Participant Support Worker (Casual positions available)

Program: YWCA Women's Residence

Reports Directly to: Program Manager

Qualifications: Some post-secondary education in a related field such as counselling, psychology, social work, nursing, sociology, recreation, or recreation, and a minimum of 1 year of direct experience with vulnerable youth. Equivalencies will be considered. A valid Driver's License, Driver's Abstract, Driver's Insurance with two-million-dollar liability, Criminal Record Check, Child and Youth Intervention Record Check and Standard First Aid/CPR Level C with AED is required. All other training will be provided.

Please note:

- As a condition of employment, YWCA Lethbridge and District requires the successful candidate to be fully vaccinated against COVID-19. Where the candidate has not obtained the vaccine, the candidate will be considered on an exceptional case by case basis; YWCA Lethbridge will adhere with its obligations under the Human Rights Act.

Qualified candidates will also demonstrate the following:

- The ability to work independently, cooperatively, and constructively within a team environment.
- Excellent time management skills.
- Basic computer skills, including knowledge of Microsoft Office programs.
- Knowledge of Housing First & Recovery Focused Philosophies.
- Knowledge and understanding of the population served.
- Knowledge of community resources and referral pathways.
- Willingness to adapt to program and participant's needs.

Responsibilities: The Participant Support Worker operates collaboratively as part of a multi-disciplinary team that support participants who are, or at risk of being homeless and who are not able to utilize their natural support systems. Direct service provision includes providing individualized support to participants, teaching & modelling to the participants in the development or improvement of life skills, facilitating groups and activities, completing health & safety tasks such as cleaning, and supporting the Case Manager in the implementation of the Service Plan & Participant goals. This position requires flexibility in hours based on program needs.

Hours:

Casual Staff are required to work 2 shifts per month minimally. Hours of shift include 8 am to 4 pm, 4 pm to Midnight, Midnight to 8 am. Staff will be required to work a variety of shifts including days, evenings, overnights, and weekends based on program and client needs. Priority will be given to individuals with open availability for overnight shifts.

Specific Tasks/ Roles of Participant Support Worker:

Life Skills Support

- Provide assessment, support and instruction to participants on daily living skills, including but not limited to nutrition and cooking, household responsibilities, personal hygiene, time management, medication support, budgeting, personal coping strategies, problem solving, recreation, interpersonal communication and socialization. Actively participate in these activities with Participants.
- Assist with cooking and serving meals to participants



@ywcalethbridge | ywcalethbridge.org | Charitable Registration No. 108227919 RR001



- Assist and encourage Participants in the pursuit of leisure activities, exercise programs, and community socialization opportunities; develop activities for individual or group participation.
- Coordinate and participate in group and recreation activities as needed. Transporting participants and assisting them with their appointments.
- Support Participants in management of self, i.e., development and utilization of personal coping strategies, self-confidence & community rehabilitation.
- Assist Participants in realizing personal daily living goals, both short and long term, to facilitate progression towards independent living.
- Assist Participants where appropriate with family communication and mediation.
- Assist Participants as needed in developing and maintaining a positive working relationship with professionals in support of ongoing physical, spiritual, emotional, and mental wellness.
- Support Participants in becoming active members of the community at large.
- Act as a positive role model for Participants; lead by example.

Program Support

- Encourage Participants to actively participate in service & goal planning.
- Perform regular participant status and wellness assessments. Monitor Participant interactions and encourage social inclusion; coordinate conflict resolution and manage behaviours as needed.
- Maintain personal and professional boundaries with Participants.
- Maintain communication with staff and provide support as required or directed by YWCA Lethbridge & District Manager

Administrative Support

- Comply with the YWCA Lethbridge & District policies and procedures.
- Read and update the Communication Book at the beginning of each shift and as needed.
- Maintain detailed records according to YWCA Lethbridge & District legal documentation guidelines.
- Timesheets are submitted accurately and on time.
- Expenses are submitted accurately and on time.
- Communicate all relevant (progress, concerns, changes, etc.) information associated with service plans to team members.
- Take direction from the Participant Case Managers regarding Participant care; the Participant Case Manager is not to perform the duties of a supervisor, but can provide direction with regards to Participant care, particularly in relation to the Service Plan.
- Maintain regular communication with the Program Manager on matters affecting Participants' wellbeing and in the general operations of the Program.
- Support with the collection of Service Fees

Essential Program Support

- Complete and assist Participants with health & safety and household tasks.
- Complete and/or assist Participants with meal preparation.
- Build and maintain knowledge of community resources and referral pathways.
- Actively participate in professional development opportunities; attend as many trainings and in-services as possible.
- Attend all mandatory trainings (Conditions of Employment).
- Attend meetings.





YWCA Lethbridge & District
604 8th Street South
Lethbridge, AB T1J 2K1
P 403-329-0088 | F 403-327-9112

- Attend other events hosted or attended by YWCA Lethbridge & District (i.e. the Annual General Meeting, Walk A Mile, Royal Gala, etc.) whenever feasible.
- Actively work to be a positive and supportive team member.
- Other duties as assigned.

Salary

- \$21.63 per hour

Resumes with three references to be submitted to:

Mahreen Rana, Human Resources Manager

YWCA Lethbridge and District

604, 8th St. South

Lethbridge, Alberta, T1J 2K1

Fax: (403) 327-9112

Email: HR@ywcalethbridge.com (Only candidates selected for an interview will be contacted)

Deadline: Position to be filled immediately. Applications to be accepted until hiring of successful candidate.

YWCA Lethbridge and District is an equal opportunity employer.



@ywcalethbridge | ywcalethbridge.org | Charitable Registration No. 108227919 RR0001

