



**The Children's Cottage Society of Calgary requires Relief Family Support Workers for Brenda's House
Competition # BHAON**

Brenda's House is a residential program for homeless families that enables transition to housing using a "housing first" model of service. Brenda's House has been in operation since February 2009 and provides shelter and support services to 14 families at a time. We are looking for experienced professionals with an empathic, non-judgmental view toward families with multiple needs.

Relief Family Support Worker, Awake Overnight Shifts

Responsibilities:

1. Maintain a secure and safe environment for all families residing at Brenda's House.
2. Respond to all calls to Brenda's House during shift; screen potential clients and support transition to a shelter or prevention program.
3. Ensure policies and procedures of Children's Cottage Society and Brenda's House are being properly implemented.
4. Provide family support to Brenda's House during the overnight shift:
 - a. Review Key Worker case notes and family service plans to be familiar with needs should a family require support.
 - b. Interact with families and provide non-judgmental, family-centered, and strength-based service as needed.
 - c. Role model positive interactions and assist with conflict resolution.
5. Follow all emergency protocols.
6. Assist in the daily routines to ensure a safe, clean, healthy environment: complete checklist of overnight tasks during each shift.
7. Provide crisis intervention if needed.
8. Interact with children:
 - a. Provide childcare when needed to families outside of child care hours.
9. Record keeping:
 - a. Document relevant interactions with parents and children.
 - b. Enter HMIS data as needed for tracking and evaluation purposes.
 - c. Complete nightly reports.
10. Respond to requests from staff team for support with online research and other tasks which support ongoing programming at Brenda's House.
11. Other responsibilities as requested by management.

Qualifications:

- Completed High School Education.
- At least one year completed towards a Diploma or Degree in a human services field.
- Experience working in a residential setting is an asset.

- Experience working with homeless families or families with complex needs is an asset.
- Valid Standard First Aid Certificate with CPR level B.
- Able to complete required training and attend staff meetings during daytime hours.
- Current Police Security and Child Intervention Record checks with satisfactory results.

Competition Closure: the position is available immediately. We will interview when a suitable candidate is found and/or continue to post until a suitable candidate has been found.

We appreciate the interest of all applicants; however, we will only contact those selected for an interview.

Please submit your letter of interest and resume quoting Competition # BHAON to by e-mail to: careers@childrencottage.ab.ca