



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

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, Daytime Shifts***

**Responsibilities:**

1. Screen potential client families and support their transition into the shelter.
2. Complete intakes and develop a service plan with families that will focus on their transition back into housing in the community.
3. Interact with families in residence;
  - a. Provide non-judgmental, family-centered and strength-based service;
  - b. Coordinate staff teamwork with family members and focus on progress and action required to support transition plan;
  - c. Provide families with assistance in housing search and progress towards goals;
  - d. Support families with their daily routine in shelter, and monitor the daily physical and emotional wellbeing of the family members;
  - e. Maintain client files and HMIS data system entries;
  - f. Act as a role model showing positive interaction and problem solving;
  - g. Be present at all times in the day use areas to ensure that harmony is maintained between families, adults, and children.
4. Ensure a healthy environment for children:
  - a. Promote positive social interactions and help ensure child safety;
  - b. Coordinate referrals to child care/respice;
  - c. Be present at all times in the day use areas to ensure that children are receiving appropriate parental supervision and care;
  - d. Support and coach parents in the care of their children while at Brenda's House;
  - e. Provide support and activities when needed outside of scheduled child care hours.
5. Assist in the daily shelter routines to ensure a safe, clean and healthy shelter environment
6. Collaborate with Brenda's House Case Managers and Housing Locator in the development and updating of service plans, transition to housing strategies, and housing funding methods.
7. Work collaboratively with partnering agencies and community resources, and provide referrals as needed to community services.

**Qualifications:**

- Minimum 2 years' experience working with families who have complex needs

- Degree in human services (preferred), or diploma with related experience
- Experience working in a residential setting
- Experience working with homeless families is an asset
- Valid Standard First Aid Certificate with CPR level B
- 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 # BHDAYFSW to by e-mail to: [careers@childrencottage.ab.ca](mailto:careers@childrencottage.ab.ca)**