



## McLaren Housing Society of British Columbia

*Howe Street is committed to providing housing and support services for individuals and families living with HIV/AIDS, and to increase the opportunity for improved health, wellness, independent living and sense of community.*

**Job Title: Life Skills Worker –Part Time/On Call** Location: Howe Street

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### Job Summary

The Life Skills Worker reports to: the Resident Support Worker and Building Manager for Howe Street and works in accordance with policies, procedures, and the philosophy of McLaren Housing Society, (MHS). Duties and responsibilities include performing a variety of teaching opportunities and supporting residents in maintaining their health, wellness and independence.

### Duties and Responsibilities:

1. Engage with residents to build trusting relationships.
2. Assist residents with life skills using methods such as, providing support and encouragement to residents to maintain personal hygiene. In addition, housekeeping, meal planning and preparation, along with help in understanding and working with their financial obligations, etc.
3. Checking the cleanliness and tidiness of suites to ensure no fire violations are being breached.
4. Assist residents with pest infestation, including cleaning of room, laundry, and prepping for Bed Bug remediation, which may include the moving or wrapping of furniture for disposal. A working knowledge of bed bug remediation is fundamental.
5. Provides assistance making Doctor, Dentist and/or other appointments. Accompanying the resident, if needed, to/from their destinations, however, encouraging and supporting residents in getting to their appointments on their own.
6. Promote independence to sustain an independent life style.
7. Observe residents and their environment to ensure the safety of the residents and the premises by performing duties such as de-escalating, reporting unsafe conditions, incidents and behaviors and reporting to the appropriate staff or authorities.
8. Develop and implement programs – preparing, facilitating and recording
9. Maintaining and building relationships with community agencies.

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Suite 200 – 649 Helmcken Street Vancouver BC V6B 5R1

t: 604-669-4090 f: 604-669-4092 e: admin@mclarenhousing.org w: [mclarenhousing.org](http://mclarenhousing.org)

Charitable Registration 10768 3328 RR0001

10. Networking with agencies to fundraise for programs.
11. Build volunteer base and maintain volunteers. Encourage tenant participation and teach good community building skills.
12. Supervise practicum students from CDI College.
13. Cover breaks for BA's when needed.
14. Perform other related duties assigned by the Management Team.

**Teamwork:** Building a Strong Team that is Able to Accomplish Goals by:

- Offering support, respect and feedback to other team members
- Ensuring communication is clear, concise and honest
- Taking ownership and responsibility for your role as a team member
- Being accountable and holding each other accountable
- Approaching team members directly and privately to resolve issues as they arise, then going to team leader or a member of the Management Team, where appropriate, to ensure issues are resolved satisfactorily.
- Sharing and contributing ideas, knowledge, questions and feelings
- Attending staff meetings and contributing professionally
- Be committed to the broader Howe Street staff team. Must be adaptive and flexible to the environment and fill in, where needed, to ensure the system is running smoothly. This includes a willingness to act as a Building Attendant or Janitor.
- Respecting the workplace physical structure, keeping it clean, safe and secure for those we support.

**Documentation/Communication:** Ensuring Information Is Shared By:

- Reading, documenting and initialing log books
- Writing incident reports
- Reading staff meeting minutes
- Attending Life Skills Meetings and Staff Meetings
- Work closely with Management, BA's, janitorial and support staff to maintain good lines of communication

**Knowledge, Skills & Abilities**

- Grade 12 or Equivalent, Level 1 First Aid Training Certificate, plus two (2) years related experience or an equivalent combination of education, training, and experience.
- Current Criminal Records Check and First Aid, Level 1

- Food Safe\* & WHMIS\* training are minimum requirements. (willingness to complete these within 2 months is acceptable)
- Demonstrated experience working with marginalised populations including but not exclusively, active drug users, individuals with HIV/AIDS, HEPC, mental health and or addiction issues: those involved in the sex trade and the LGBTQ and Two Spirited community who experience poverty and housing issues.
- Computer literacy and proficiency in Microsoft Word and Excel.
- Experience working in a supportive housing environment, with crisis prevention/intervention and conflict resolution/de-escalation skills
- Knowledge of the supportive housing structure and BC Housing.
- Ability to work independently and a demonstrated ability to communicate effectively both written and verbally.
- Knowledge of harm reduction principles.
- Demonstrated ability to organize and prioritize in an ever-changing workplace, with excellent interpersonal skills.
- Demonstrated physical/ mental ability to perform duties of the job and a willingness to work shifts.
- Demonstrated ability to understand and maintain residents/worker boundaries.
- Demonstrated knowledge and familiarity with related resources including mental health system and related agencies, welfare system, food resources and addiction support services.
- Understanding of the needs of the HIV community.
- Demonstrated physical/mental ability to perform duties of the job and a willingness to work shifts.

Hourly rate of pay: \$19.00

Interested and suitably qualified applicants are invited to submit a cover letter and resume in Word or PDF format to [jobs@mclarenhousing.org](mailto:jobs@mclarenhousing.org) or by fax to 604-669-4092. Closing date is Monday November 13th, 2017 at 12 noon.

Thank you in advance for your interest but only those shortlisted for an interview will be contacted.

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