



McLaren Housing

Society of British Columbia

Job Title: Life Skills Worker

Location: Downtown Vancouver

Founded in 1987 McLaren Housing Society of B.C. was the first HIV/AIDS housing provider in Canada. From a private home offering accommodation to five people the organization has expanded to provide a variety of innovative affordable housing options and support services to more than 300 individuals and families in Vancouver and the Lower Mainland

Job Summary

The Life Skills Worker reports to the Director of Supportive Housing 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 the room, laundry, and prepping for Bed Bug remediation, which may include the moving or wrapping of furniture for disposal. 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 lifestyle.
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 behaviours 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.
10. Networking with agencies to fundraise for programs.
11. Build and maintain a volunteer base. Encourage tenant participation and teach good community-

Suite 200 – 649 Helmcken Street Vancouver BC V6B 5R1

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building skills.

12. Support practicum students. 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's physical structure, keeping it clean, safe and secure for those we support.

Documentation/Communication: Ensuring Information Is Shared by:

- Reading, documenting and initialling 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 of related experience or an equivalent combination of education, training, and experience.
- Current Criminal Records Check and First Aid, Level 1, FoodSafe & WHMIS training are minimum requirements (willingness to complete these within 2 months is acceptable)
- Demonstrated experience working with marginalized 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.
- Understanding of the needs of the HIV community.

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- Knowledge of the supportive housing structure and BC Housing. Experience working in a supportive housing environment.
- Demonstrated ability to understand and maintain resident's/worker boundaries.
- Knowledge and familiarity with related resources including mental health system and related agencies, welfare system, food resources and addiction support services.

- Excellent interpersonal skills; communicate effectively both written and verbally. Experience in crisis prevention/intervention and conflict resolution/de-escalation skills
- Knowledge of harm reduction principles.
- Work independently; aptitude to organize and prioritize in a consistently changing environment,
- Demonstrated physical/ mental ability to perform duties of the job and a willingness to work shifts.

Salary: \$20.65 per hour

Interested and suitably qualified applicants are invited to submit a **cover letter and resume in Word or PDF format to:** job@mclarenhousing.org or by fax to 604-669-4092.

Closing date is Friday, September 30th at noon.

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

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