



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 Manager of Housing and Program Services and works in accordance with policies, procedures, and the philosophy of McLaren Housing Society, (MHS). The variety of duties and responsibilities of this role centre on supporting residents to maintain their health, wellness and independence.

Duties and Responsibilities:

1. Engage with residents to build trusting relationships.
2. Coordinate community kitchen meals, source food donations to enhance food security of residents
3. 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.
4. 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.
5. Assess the cleanliness and tidiness of suites to ensure no fire violations are being breached.
6. Provide 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.
7. Promote independence to encourage an independent lifestyle.
8. Ensure the safety of 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.
9. Maintain and build relationships with community agencies.
10. Network with agencies to fundraise for programs.
11. Encourage tenant participation and teach good community-building skills.

Suite 200 – 649 Helmcken Street Vancouver BC V6B 5R1


t: 604-669-4090 f: 604-669-4092 e: admin@mclarenhousing.org w: mclarenhousing.org

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12. Support practicum students. Cover breaks for BA's when needed.

13. Perform other related duties assigned by the Management Team.

Teamwork:

- Offer support, respect and feedback to other team members
- Ensure communication is clear, concise and honest
- Take ownership, accountability and responsibility for your role
- Share and contribute ideas, knowledge, questions and perspectives
- Attend staff meetings and check-ins
- Demonstrate and role-model commitment to the broader McLaren staff team.
- Uphold a collaborative working-style to cover front-desk duties if needed. 
- Respect the workplace's physical structure, keeping it clean, safe and secure for those we support

Documentation/Communication:

- Review and document all logs, staff minutes and organizational emails
- Write accurate and detailed incident reports
- Attend Life Skills Meetings and Staff Meetings
- Work closely with Management, BA's, janitorial and support staff to maintain effective 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, active substance users, individuals with HIV/AIDS, HEPC, mental health and or addiction issues, individuals involved in sex work and the 2SLGBTQIA+ community who experience poverty, trauma and housing insecurity.
- Experience working in kitchen and meal preparation for large groups are a considerable asset.
- Possess an understanding of the needs of the HIV community.
- Knowledge of the supportive housing structure and BC Housing. Experience working in a supportive housing environment is an asset.
- Demonstrated ability to understand and maintain residents/worker boundaries.
- Knowledge of related resources including: mental health system and related agencies, welfare system, food resources and substance use support services.
- Excellent interpersonal skills; ability to communicate effectively both written and verbally.
- Experience in crisis prevention/intervention and conflict resolution/de-escalation skills

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- Knowledge of harm reduction principles.
- Ability to work independently and reprioritize duties in a consistently changing environment,
- Physical capacity to perform duties of the job.
- Valid Driver's license with access to a reliable vehicle is an asset.

Salary: \$21.50 per hour

Benefits:

- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Paid time off
- RRSP match

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, May 19th at noon.

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

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