



NOTICE OF POSITION AVAILABILITY INTERNAL POSTING

POSITION AVAILABLE: Volunteer Coordinator / Support Worker

PROGRAM NAME: Cridge Transition House for Women

WORKSITE ADDRESS: Confidential

PERSONAL AUTO USE IS: Not required

HOURS PER WEEK: 24

SHIFT SCHEDULE: Monday, Tuesday, Thursday, Friday, 9am-3pm

9:00am-noon: Support Worker overlap

Noon-3:00pm: Volunteer program responsibilities

HOURLY WAGE:

Volunteer Coordinator 12 hours: Grid level 12

Support Worker overlap 12 hours: Grid level 11

START DATE: Monday, November 21, 2022

NATURE OF POSITION:

Cridge Transition House for Women (CTHW) provides safe, emergency accommodation, support and information for women and children, escaping an abusive relationship. Services also include day parole service provision for up to two Corrections Canada referrals.

50%:

Volunteers are an integral part of CTHW and enhance the provision of these services to make them as welcoming, safe, and supportive as possible. It is also the intent of CTHW to provide a meaningful and rewarding volunteer experience. This position is responsible for all aspects of implementing and maintaining the volunteer program at Cridge Transition House for Women: recruiting, screening, interviewing, training/orienting, scheduling, supervising, and recognizing. This may also include supervising practicum students.

50%:

The CTHW Volunteer Coordinator is a part of the supportive, transition house team and is responsible for assisting the day shift Support Worker. The intent is to free up the day shift support worker to complete 1-1's, intakes, etc). Priority tasks for this overlap position include:

- Answering the phone including crisis calls
- Shift call-outs
- Resident file and data collection maintenance: organizing, updating, completing, culling
- CTHW email: replying, forwarding, deleting as appropriate
- Answering the gate and front door
- Visitor sign-in/out
- Ensure sufficient forms in binders: Initial Contact, Visitor Log, Call-out, WIN
- Other Support Worker tasks as needed as listed in the Day Shift Routine and that arise.

The Volunteer Coordinator works under supervision and in cooperation with the Manager.

Posting closes: Tuesday November 15, 2022
Corrected posting distributed November 9, 2022

EXPERIENCE REQUIRED:

Minimum 6 months of transition house experience and volunteer and practicum coordination/supervision experience.

QUALIFICATIONS REQUIRED:

• **EDUCATION**

Undergraduate degree in a related social science field or two years related post-secondary education and extensive transition house experience.

• **SKILLS AND ABILITIES**

- Ability to function effectively within the Constitution and Bylaws of the Cridge Centre for the Family <https://cridge.org/wp-content/uploads/2021/11/Constitution-and-bylaws-final-sept2021.pdf>
- Crisis intervention skills and ability to respond effectively to potentially dangerous situations in an unpredictable environment
- Working knowledge of dynamics of family violence
- Ability to deal with emotional trauma and all aspects of abuse, including childhood trauma, physical, sexual, verbal, and emotional
- Ability to manage constant crises
- Ability to deliver service in non-judgmental, respectful, client-centred, trauma-informed manner
- Ability to be self-directed and perform duties independently
- Appreciation and understanding of the multicultural and diverse nature of the house

• **OCCUPATIONAL CERTIFICATION**

- Criminal Record Check clearance
- Federal Public Works security clearance

• **PERSONAL SUITABILITY**

- Outgoing, flexible, self-initiated, and strong work ethic
- Ability to maintain calm and focused in critical and stressful situations
- Ability to respect and support women's choices without judgment
- Ability to maintain healthy personal boundaries not barriers
- Willingness for ongoing learning, reflection and professional development
- Having a moderate level of physical fitness (managing many stairs, lifting laundry bags, cleaning and making up rooms including bunk beds, etc)

• **VALUED ASSETS**

Familiarity with CTHW volunteer training program
Valid BC Driver's License
Computer literacy
Fluency in a second language

PLEASE SEND APPLICATIONS TO THE ATTENTION OF: Marlene Goley

Email: mgoley@cridge.org

CLOSING DATE:

Tuesday, November 15, 2022, at 4:00pm

***THIS POSITION IS OPEN TO FEMME-IDENTIFYING APPLICANTS ONLY.
THIS POSITION REQUIRES UNION MEMBERSHIP.***

Posting distributed November 8, 2022