



Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Outreach Worker - WEAC

Transitional Services

Job Purpose

The Outreach Worker is a front line member of the WEAC team responsible to provide assistance in securing, safe, affordable long term housing and provide follow up and support in the community so the client will have a better chance of long term success and stability hence, independence.

The Women's Emergency Accommodation Centre (WEAC) provides emergency beds, meals, transportation and security for women in a 24-hour-a-day staffed facility.

Duties and Responsibilities

Service Delivery / Case Management

- Provide assistance to clients in their search for housing through advocacy, resources and active listings of available housing.
- Forge and create ongoing contacts with landlords, the courts, child welfare, social services and all other supportive agencies.
- Provide listening support to clients.
- Gather all the appropriate information and paper work for referrals and present the options to clients.
- Work with sensitive documentation.
- Provides additional support to the program when required.
- Other duties may be assigned as needed.

Support and Referral

- Advocate for and refer clients to appropriate community resources.
- Support client in accessing community resources.
- Other duties may be assigned as needed.

Administration

- Ensure open and clear communication with all team members
- Update case files, compile written monthly reports and statistics, and complete written documentation as required

- Adhere to program and agency policies and procedures.
- Other duties may be assigned as needed.

Qualifications

- Two-year post-secondary diploma or degree in a human service field AND one year related work experience.
- Must have a clear understanding of FOIP and confidentiality.
- Clear Security Clearance, Suicide Intervention, Standard First Aid, Crisis Intervention and Medication Administration certification.
- A valid driver's license, registration, insurance and operation of a personal vehicle. Clean driver abstract with a reliable vehicle with a 6A endorsement/with permission to carry passengers.
- Ability to adhere to and implement the objectives and guiding principles of the Social Work Code of Ethics.
- Strong interpersonal, communication and teamwork skills with the ability to work with initiative and independence.
- Clear understanding of professional boundaries.
- Non –judgmental, empathetic, creative and enthusiastic qualities.
- Broad knowledge of community resources, knowledge of inner city, homelessness, poverty, mental health, addictions, prostitution, abuse and multicultural issues.

Working Conditions

Shift work and flexibility in scheduling is required. General hours would be:

Monday - Friday 8:30 am – 4:30 pm

This position is Full-Time and must be able to manage and work in a stressful environment

Salary Scale

Starting at \$16.09/hr

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.