



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.

Resource Worker / Assistant Manager – Elizabeth House
Transitional Services

Job Purpose

The Resource Worker supports and guides service users with leisure, vocational and education pursuits. The Resource Worker works collaboratively with residents and the fellow team members and community stakeholders or partners to develop programs to meet the needs of the residents of Elizabeth House.

The Resource Worker is also the Assistant Manager of the Elizabeth House. In this capacity the employee acts as second in charge and carries specific duties in support of the Management of Elizabeth House

Duties and Responsibilities

Resource support

- Operate a computer resource room and deliver vocational, educational or life skills workshops and invite offsite resources to offer workshops based on residents assessed needs.
- Establish partnerships to offer skills training, liaison with potential skills workshop providers and to offer workshop facilitation by other agencies on site
- Identify client goals, strengths and areas of personal growth.
- Assist residents as they identify personal growth and successes goals.
- The resource worker will make relevant referrals, support and encourage skill development.
- Accompany residents as needed to vocational and educational appropriate resources and other relevant supportive referrals.
- Track resident outcomes and report in logs, meetings and data base

Assistant Manager

- This position will be called upon to act as the “Senior staff” in the absence of the Program Manager.
- Participate in review and revision of program policies and procedures.
- Provide feedback to the program manager front line staff and operations
- Provide orientation to new staff and develop training plan for staff, students or volunteers
- Support staff when issues arise.
- Review the program budget

- Prepare and balance the petty cash summary on a monthly basis.
- Provide additional support to the agency or program when needed.

Administration

- Maintain relevant case/supervision notes
- Adhere to Human Resource and Program Policies and Procedures in delivering services.
- Participate in the evaluation of the client interventions and resident progress
- Attend staff meetings, educational events and service planning meetings as required

Qualifications

Preferred:

- Bachelor level degree in human service field or equivalent and four years of related or direct service work experience
- Strong interpersonal, communications and team work skills and the ability to work with initiative and independence
- Two years post-secondary diploma or degree in a human service field OR two years of directly related work experience.
- Current and Clear Security Clearance and Child and Youth Intervention Module Checks.
- Current Standard First Aid and CPR and Suicide Intervention Training.
- Current Medication Administration course
- Aptitude and skill in computer use and database entry.
- Knowledge of inner city, homelessness, poverty, mental health, addiction, prostitution, abuse and multicultural issues.
- Non- judgmental, empathetic motivated and enthusiastic qualities.
- Valid Driver's License, proof of \$1 million PLPD insurance and operation of a personal vehicle required.

Working Conditions

This position is a full time position, which involves some shift work and on call, must be able to manage and work in a stressful environment.

Monday to Friday Shift 9AM to 5PM
On call rotation 1 weekend per month
Acting Program Manager – when needed

Salary Scale

Starting: \$17.64/hr – \$19.08/hr Direct II (50%) and Leader I (50%)

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.