



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.

Support Worker – McCauley Apts

Housing and Mental Health

Job Purpose

McCauley Apartments provides accommodations with minimal assistance to tenants. McCauley Apartments houses low income individuals and individuals afflicted by mental health concerns at a subsidized cost. It strives to develop an interdependent housing model.

The support worker works with the Program Manager to ensure the efficient and appropriate operation of the entire program; this position is a key contact for the community to the program.

Duties and Responsibilities

Office support

- Respond to telephone inquiries re: Housing, tenant and community activities.
- Distribute notices to tenants and works with capital Regional Housing Corporation on duties of a landlord.
- Adhere to Human Resources and Program Policies and Procedures in delivering services.
- Other duties may be assigned as needed.

Tenant liaison

- Provide appropriate information and referrals for tenants re: health, income, security, safety or other issues.
- Support tenants in conflict resolution where necessary.
- Host special parties and tenant meetings, Christmas, Halloween ect.
- Assist with emergencies and/or provides small maintenance support to tenants when possible.
- Other duties may be assigned as needed.

Community Liaison

- Assists program manager with community projects that are running.
- Works with program manager and community for new projects.
- Other duties may be assigned as needed.

Qualifications

Preferred:

- Strong interpersonal, communication, teamwork.
- Non-judgmental and empathetic attitude.
- Current security clearance and child and youth intervention module check.
- Valid driver's licenses, proof of 1 million PLDP insurance.
- Current first aid and CPR certification.
- Suicide intervention certification.
- Aptitude and Skill in computer operations.
- Broad Knowledge base on the issues of homelessness, prostitution, addiction, abuse, aboriginal and other cultures and inner city communities.

Working Conditions

This position is a part time position based on a 20 hour work week. Flexibility is required in scheduling as some shifts may take place in the evening or on the weekend. Ability to work well independently is necessary in this position.

Salary Scale

Starting: Direct I \$14.88/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.