



NATIVE WOMEN'S SHELTER OF MONTREAL FOYER POUR FEMMES AUTOCHTONES DE MONTRÉAL



EMPLOYMENT OPPORTUNITY

Position Title: Residential Support Worker

Program: Native Women's Shelter of Montreal

Location: Native Women's Shelter of Montreal

Schedule: On Call

Salary: \$25,00/hour

Start Date: Immediately

Probation: 3 months probation period

Application: Please send a cover letter with your curriculum vitae
and 2 letters of reference before by Friday June 3rd, 2022 to the
attention of:

Nakuset, *Executive Director*
nakuset@gmail.com

DUTIES & RESPONSIBILITIES

Under the direct supervision of the Team Leader, the Relief Residential Support Worker will be responsible for the completion of the following tasks:

- Ensure that all rules and regulations are respected;
- Obtain update from previous shift;
- Provide update to next shift;
- Complete client intake and departure forms;
- Complete client "in" and "out" sheets;
- Monitor client's medication;
- Read daily shift reports;
- Prepare and complete daily shift reports;
- Respond to crisis situations;
- Provide active and supportive listening;
- Answer telephones and record messages;
- Provide appropriate referrals to clients;
- Oversee wake-up routines of clients;
- Oversee breakfast routines;

www.nwsm.info

T: (514) 933-4688

F: (514) 933-5747

Toll Free / Sans Frais: 1-866-403-4688

P.O. Box 183, Station A, Montreal, Qc H3C 2S1



NATIVE WOMEN'S SHELTER OF MONTREAL FOYER POUR FEMMES AUTOCHTONES DE MONTRÉAL



- Clean rooms, which includes but is not limited to vacuuming, washing floors, do laundry, disinfect room;
- Participate in staff training;
- Maintain confidentiality;
- Be prepared to make responsible decisions on shift and follow through accordingly;
- Follow the policy and procedures of the NWSM;
- Follow the Mission Statement of the NWSM;
- Case Management;

REQUIREMENTS:

- Must have pertinent educational qualifications or at least five (5) years of experience working in community development;
- Must demonstrate team work and leadership skills;
- Knowledge of computer applications;
- Must be bilingual in English and French;
- Driver's license an asset;
- Knowledge of Aboriginal language and culture a definite asset.