



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



## EMPLOYMENT OPPORTUNITY

### Relief Worker

The Mission of the Native Women's Shelter of Montreal is to provide a safe and supportive environment that strengthens cultural identity, self-esteem and independence for Indigenous women and their children. Our vision is to achieve balance through empowered healing.

<b>POSITION TITLE:</b>	Relief Worker
<b>TYPE OF POSITION:</b>	On Call
<b>LOCATION:</b>	CONFIDENTIAL (downtown Montreal)
<b>SALARY:</b>	\$25.00 an hour
<b>PROBATION:</b>	Three (3) month probation period, after which an evaluation will be conducted.
<b>APPLICATION:</b>	Please send a <b>cover letter, your Curriculum Vitae and two letters of reference</b> to the attention of: Nakuset, Executive Director  <a href="mailto:nakuset@gmail.com">nakuset@gmail.com</a>  Only those meeting the requirements will be contacted.



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**POSITION TITLE:** Relief Worker

## Duties and Responsibilities

Under the authority of the Executive Director, the Relief Worker is responsible for 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;
- 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;
- Other related duties as required by the Executive Director.

## Requirements

You must be available for all shifts (8-4, noon-8, 4-midnight and midnight-8) Monday – Sunday. Seniority will be respected by the date you were hired. However, if you turn down 3 consecutive shifts without a valid reason you will be placed at the bottom of the list for being contacted for covering shifts.

- Must have a completed Masters degree in social work.
- Must demonstrate team work competence.

[www.nwsm.info](http://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



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- Have strong leadership skills
- Ability to meet deadlines with minimum supervision
- Must be experienced with urban Indigenous populations
- Bilingualism in French and English.
- Have proficient computer skills.
- Excellent written and oral communication skills.
- Knowledge of an Indigenous language an asset.
- Indigenous candidates will be given priority.

**Only the applicants meeting the requirements will be contacted.**