

CAREER OPPORTUNITY

Care Coordinator – Full Time (40 hours)

Elizabeth House

OVERVIEW

We are a transitional home that serves as a sanctuary and community for pregnant women and mothers experiencing housing instability. Our shared housing is located in inner city Calgary and offers 24/7 support. We work together in support of women's personal goals, lifelong resilience, leadership and self-confidence.

The Case Worker is responsible for directly supporting participants establish and reach their goals and completing tasks associated with daily operations.

Join our incredible team of compassionate, innovative, creative individuals working closely together to build resilience in an empowering, woman-centered and forward-thinking program. This position offers a competitive salary and benefits, as well as professional and personal development opportunities. **Elizabeth House ~ Community. Sanctuary. Courage.**

RESPONSIBILITIES

Primary Responsibilities

The Case worker will primarily support the development and promotion of participant resilience and group cohesion through 1:1 case management of the participants.

This position also has responsibilities in supporting the daily operations of Elizabeth House.

GENERAL EXPECTATIONS

- Ensure that work with participants follows the program mandate and philosophy while meeting all appropriate professional practice standards.
- Attend and participate in Elizabeth House staff meetings, team meetings as well as training opportunities and special events as required.
- Attend external, role-appropriate meetings including network, professional, informational and collaborative case management meetings, including those assigned by the Manager.
- Follow all professional standards of practice pertaining to the work of Elizabeth House, as well as the Canadian Social Work Code of Ethics, and legislative and best practice standards for working with youth and vulnerable populations. Adherence to relevant health and safety regulations.
- Complete all initial and ongoing screening and training requirements for employment.
- Attend approved ongoing professional development and training opportunities and maintain requirements for professional status/designation
- Be part of a close team providing continuous on-site presence for site supervision and safety, as well as rapport building and support for participants

PARTICIPANT SUPPORT

This is primarily a front-line position with responsibilities in the following areas:

- **Intake and Orientation:** Intake new participants to Elizabeth House providing orientation to new participants regarding the program, residence, safety and general guidelines and expectations
- **Daily living skills:** Teaching skills like budgeting, rent, shopping, cooking, cleaning, accessing public transportation, supporting to manage daily routines, such as wake-ups, meals, and bedtimes.
- **Care plans:** Developing and implementing care plans for participants from intake to exit.
- **Outreach and Community:** Support participants who have moved out into the community in outreach 1:1.
- **Role modeling:** Acting as a positive role model and helping participants develop values like respect and self-assertiveness
- **Community participation:** Encouraging residents to participate in community activities
- **Family and Natural Supports:** Promoting and supporting participants to establish and maintain relations
- **Record keeping:** Maintaining documentation, such as daily logs, case notes, care plans, and email communications.
- **Safety:** Ensuring a safe and supportive environment by conducting safety inspections and identifying potential crises
- **Transportation:** Transport participants to appointments, activities and events and various daily household tasks.
- **Programming:** Plan and coordinate in-house activities, events and programming for participants.

PERINATAL & PARENTING

- **Perinatal and Parenting:** Provide support and knowledge on topics of Prenatal, Postpartum, and Early Childhood development and parenting.
- **Support and Mentorship:** Provide ongoing support and mentorship to participants following current best practice standards in the care of infants and children. Provide short term child minding care of infants in the home.
- **System navigation and Supports:** Support participants to navigate and find, Doctor. or Midwife care, child care and parenting classes as needed.

QUALIFICATIONS

- Degree or diploma in Child & Youth Care, Social Work or equivalent
- Minimum 2 years experience working with pregnant and parenting women and/or families experiencing marginalization.
- Minimum 2 years experience working in residential or group care and/or outreach, in-home family support or community settings.
- Experience and knowledge of Early Childhood Development with children 0-24 months
- Strong verbal and written communication skills
- Experience and knowledge of working on Microsoft Office (Word, Excel, Outlook etc..)
- Valid Driver's License, clean driver's abstract and ability to drive agency vehicles

- Preference will be given to those who have completed coursework and/or certification in relevant areas. Some suggested courses include:
 - Brain Story Certification through the Alberta Family Wellness Initiative (AFWI)
 - Trauma Informed Care E-Learning Modules through Alberta Health Services
 - Circle of Security Parenting
 - Ages and Stages
 - Completion of ASIST, First Aid, Certified with CYCAA and/or Therapeutic Crisis Intervention or other relevant training is considered an asset
 - Early Childhood Education
 - First Aid with CPR/AED Level C

HOURS OF WORK

Full time position, 40 hours/week. Monday – Friday 930am-530pm with a one hour paid lunch break. Flexibility with hours is required due to the nature of this role and will include some flexible availability for evening and weekend activities. This position shares rotating evening and weekend on-call responsibilities with the Program Manager and Resilience Specialist.

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Participate in interview process and provide appropriate references
- Vulnerable Sector Police Information Check (VSPIC)
- Child Intervention Record Check
- Praesidium Sexual Abuse Prevention online training modules

PHYSICAL DEMANDS

- Constant sitting to complete computer and desk-based tasks
- Constant movements of the neck in all directions required when completing assignments
- High levels of concentration
- Exposure to stressful situations such as deadlines, dealing with aggressive or upset individuals, abusive or aggressive phone call, general workload demands
- Occasional lifting up to 50lbs/23 kg (infants, household items and supporting moves)
- Frequently: pushing, pulling, kneeling, squatting, forward reaching, reaching about shoulders, stooping and bending forward from standing position, carrying of objects
- Constant physical activity with young children and young adults
- Potential exposure to infectious disease in communal setting

TO APPLY

Documents required as part of the application process include:

- Resume and Cover Letter

- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted *until noon on Friday, January 24, 2025*. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.