



EMPLOYMENT OPPORTUNITY

DAY/NIGHT/CASUAL SUPPORT WORKER

POSITION TITLE	Day/Night/Casual Support Worker
DEPARTMENT	Weli-Ankweyasimk Women's Shelter
SALARY	\$19.25/hour
TERM	Permanent/Part-Time/Shift Work/Multiple Positions Available
LOCATION	Halifax, Nova Scotia
ESTIMATED START DATE	October 2026

Wasoqopa'q First Nation owns and operates the Weli-Ankweyasimk Women's Shelter, an Indigenous Women's Shelter dedicated to providing a safe and supportive environment for Indigenous women and children who have experienced family violence. The facility operates with 24-hour staffing, a 24-hour crisis line, supportive counselling, programming and assistance in navigating external programming, services and systems. The team of the Weli-Ankweyasimk Women's Shelter provide a holistic and client-centered approach to programs and services that are culturally grounded, built upon Indigenous culture, traditions and healing practices, that encourages healing, empowerment, growth and increased overall well-being for Indigenous women and children in maintaining a healthy, violence free lifestyle.

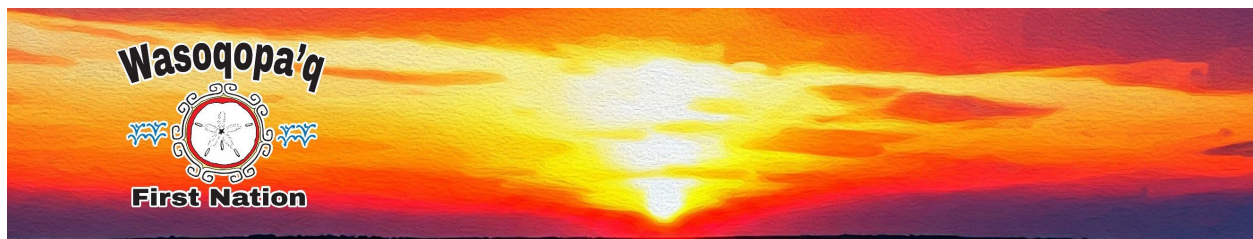
POSITION OVERVIEW AND OBJECTIVE

WFN is currently recruiting for Day/Night/Casual Support Work, reporting to the Support Services Supervisor, responsible for supporting the Women's Support Services Workers and the overall functionality of the Weli-Ankweyasimk Women's Shelter, with answering and fielding calls, crisis line, client intakes and or discharges, household services, and general administrative duties that provides a healthy and safe environment for Indigenous women, children, youth and employees.

ESSENTIAL FUNCTIONS AND DUTIES

Client Services

- Creates and maintains, with the Shelter team, a safe, trusting, respectful, and accepting atmosphere for Shelter clients, children and youth
- Builds relationships and supportive connections with individual clients, providing a client centred holistic approach to supporting and providing information to clients
- Provides, during day shifts, transportation, and accompaniment to appointments, as required
- Welcomes and orients clients to the Shelter, assisting clients in getting settled, providing safety and comfort, and awareness regarding Shelter policies and procedures
- Maintains a visible presence and contact with clients of the Shelter, responding to client inquiries, as needed
- Collaborates with the Women's Support Services Workers, to support childcare, during women's participation in Shelter programming
- Assists with administrative duties, including documentation regarding intakes, discharges and other forms of information, as required



Crisis Line Services

- Answers the crisis line, identifying, appropriate action based upon the needs of the caller
- Provides the caller with information and makes appropriate connections supports
- Document all calls in the phone log book and on client contact sheets

Household Functions and Services

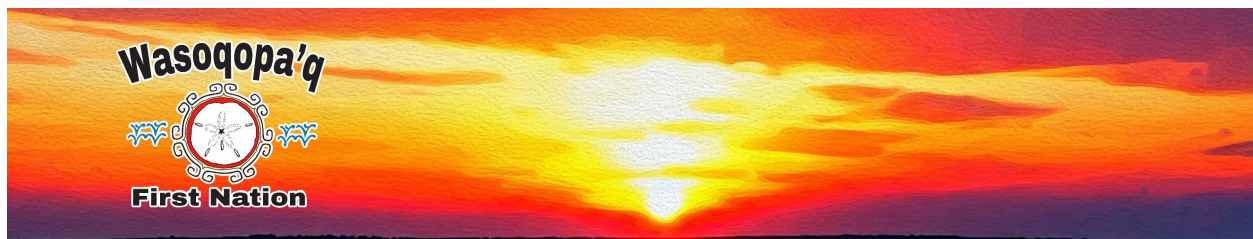
- Ensures smooth operations of the shelter, performing operational duties, making sure the Shelter is clean, tidy and safe, in accordance with Health and Safety regulations
- Monitors and ensures adequate supplies including shopping, food, stocking the pantry, linens, and Shelter cleaning supplies
- Ensures all medications are placed in a safe and secure area
- Collaborates with the Support Services Supervisor, assisting clients with meal preparation and clean up, in accordance with the menu established, adhering to all safe food handling and preparation regulations and guidelines
- Thoroughly cleans and prepares rooms and other amenities for incoming clients, including bedding, furniture and high touch surfaces, as outlined in the Shelter's cleaning procedures and assists clients with maintaining a hygienic living space
- Ensures housekeeping services such as laundry, housecleaning, room cleaning is completed in accordance with the shift schedule checklist.
- Assists with sorting of donations of food and supplies in accordance with inventory control measures and procedures

Health and Safety

- Respects a workplace culture that takes responsibility for Health and Safety
- Ensures the Shelter is safe and secure from break-ins, fire and other hazards or potential dangers
- Maintains adherence and supports compliance of all Health and Safety regulations, including the safety of all clients, employees and visitors
- Maintains working relationship with the RCMP and emergency services to support crisis situations and or addressing safety and security dangers of women, children and youth and the Shelter
- Maintains and participates in all Health and Safety training, in accordance with the requirements of the position

Other Duties and Functions

- Maintains strict confidentiality and professional boundaries with all clients and employees
- Establishes and maintains healthy, collaborative, supportive working relationships with employees, working and contributing in a team environment
- Establishes and keeps accurate records, including daily statistics in the log book, phone log, and communications log that provides Support Services Workers with up to date information to support service delivery, including counselling, trauma and crisis interventions and referrals for other community services



- Attends and actively participates in team meetings and communications that support the operations of the Weli-Ankweyasimk Women's Shelter
- Adhere to all Wasoqopa'q First Nation (WFN) Policies, Procedures and Weli-Ankweyasimk Women's Shelter procedures, as required
- Other duties, training and activities related to support the operational needs of the Weli-Ankweyasimk Women's Shelter, as required

QUALIFICATIONS

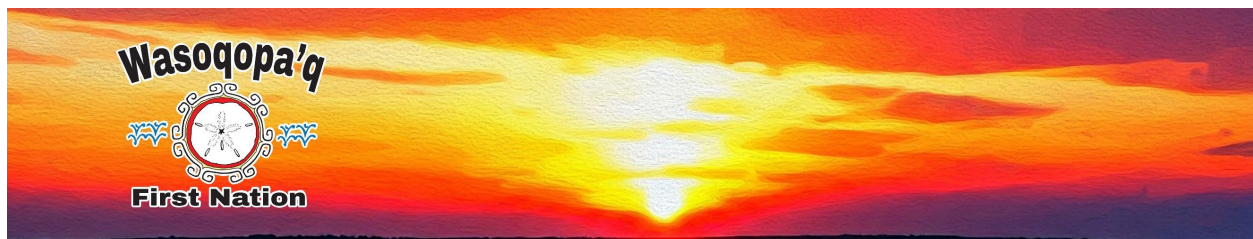
- Highschool Diploma and or equivalent related experience working and supporting women who have been exposed to, experienced or part of family or domestic violence, abuse and or threats
- Knowledge of Mi'kmaq and or Indigenous Culture & History
- Knowledge and experience working in a Mi'kmaq and or Indigenous communities
- Must possess a valid Class 5 driver's license with a good driving abstract and have access to a reliable vehicle for work purposes
- Proof of \$ 2.0 million liability insurance
- Mental Health First Aid, First Aid & CPR, WHMIS and OH&S Certification is considered an asset
- Criminal record and vulnerable sector check upon hiring
- Child Abuse Registry Check upon hiring and renewal every two years
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REQUIRED ABILITIES, SKILLS AND COMPETENCIES

- Demonstrated knowledge and cultural sensitivity, in understanding and respecting diverse backgrounds and lifestyles
- Good interpersonal, organizational, written and verbal communication skills
- Ability to be patient and remain calm in stressful situations
- Strong multi-tasking and time management skills
- Effective computer literacy skills in Microsoft 365
- Ability to work independently with minimal supervision and as part of a team
- A commitment to fostering, cultivating and preserving a culture of diversity, equity and inclusion

EMOTIONAL AND PHYSICAL DEMANDS

- Encountering people in crisis, that are experiencing emotional distress or mental health issues
 - Dealing with individuals under the influence and may be required to respond to overdoses and other medical situations
 - Dealing with mental health issues and or complex mental health conditions that require patience, empathy and understanding
 - Performing, cleaning and sanitization tasks that required you cleaning and sanitizing of bodily fluids and disposal of safe injection materials, using PPE
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WORKING CONDITIONS

- Hours of work are expected to occur on a shift-based schedule, 24/7 operations
- Scheduled shifts include mornings, evenings, overnights, weekends, and holidays
- Working environment may be hazardous at times, due to the nature of work involved, and can be emotionally and physical demanding
- A great deal of time is spent working indoors in a well maintained, heated/ventilated environment with modern and up-to-date equipment
- There are instances of moving objects and lifting equipment and or boxes up to 50 lb
- Standing for long periods of time can occur
- Long period of work with office equipment and computer can occur
- Long periods of work on a computer can occur
- Travel and transportation are required to support clients with appointments
- Must possess a valid Class 5 driver's license with a good driving abstract and have access to a reliable vehicle for work purposes

Proof of \$ 2.0 million liability insurance

APPLICATION REQUIREMENTS

Submit Cover Letter and Resume to resumes@wasoqopaq.ca**Please quote #CASUALSUPPORTWORKER on your cover letter.

WFN appreciates the interest of all applicants, only those selected for an interview will be contacted. WFN does not assume candidate expenses related to this recruitment process.

In accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission, if all qualifications are equal, preference will be given to persons of Aboriginal ancestry and if a Wasoqopa'q First Nation Band member.

DEADLINE TO APPLY

Deadline to Apply: OPEN UNTIL FILLED

Wasoqopa'q First Nation is committed to fostering a safe workplace that provides an equitable, diverse and inclusive environment, where employees are treated professionally and with dignity and respect. We value the contributions that each person brings, and are committed to ensuring equal opportunity and participation as part of the WFN team.

We are a community. We make a difference.