



Minwaashin Lodge
Indigenous Women's Support Centre
2323 St. Laurent Blvd.
Ottawa Ontario
K1G 4J8

JOB POSTING – RELIEF STAFF

**RESIDENTIAL SUPPORT WORKER (RSW)
Female**

(Relying on provisions of Section 24 (1)(a) of the Ontario Human Rights Code)

Start Date: Immediate one-year contract with possibility of renewal.
Closing Date: When position is filled
Position reports to: Director of Shelter Operations – Oshki Kizis Lodge
Work Conditions: Located in an office setting; low risk environment.

Under the Accessibility for Ontarians with Disabilities Act (AODA), Minwaashin Lodge is committed to fostering an equitable, accessible, and inclusive workplace.

SUMMARY:

Minwaashin Lodge - Indigenous Women's Support Centre is a non-profit charitable agency serving First Nations, Métis, and Inuit women, youth, and children. We are a multi-service agency committed to the healing and wellness of our community, through our programs and services at Minwaashin Lodge and our shelter, Oshki Kizis Lodge. We provide culturally specific programming for children, youth, women, and families.

The RSW relief staff report to the Director of Shelter Operations or the Assistant of the Director. She is responsible for ensuring culturally appropriate, safe space for women and children in the shelter. She is also responsible for ensuring the 24-hours crisis line is maintained in an efficient and helpful manner. This is a physically demanding position requiring the ability to climb three flights of stairs easily and to carry a minimum of 12 kilograms.

RESPONSIBILITIES:

- Answers to the Crisis Line and provides support and crisis intervention to callers.
- Responsible for additional administrative duties as assigned.
- Creates and maintains a safe, welcoming environment for women and children.
- Supports women and children to acquire safe accommodations.
- Creates and maintains an environment that provides for the emotional and practical support to women and children who have experienced violence.
- Responds to crises in a professional manner and follows the Policies and

Procedure of Minwaashin Lodge and Oshki Kizis Lodge

- Assists women to find alternate housing when Oshki Kizis is at capacity.
- Monitors house security system and controls access to the house
- Supports residents in communal living expectations.
- Assists in programming and services that honour the cultural needs of residents.
- Maintains daily log and provides comprehensive information for shift change staff.

QUALIFICATIONS:

- Minimum of Post Secondary Diploma
- Experience working in a women's shelter.
- Good knowledge of traditional Indigenous healing practices
- Knowledge of the direct and intergenerational impacts of oppression, colonization and the residential school system.
- Knowledge of the effects of trauma
- A commitment to working in an environment that recognizes the diverse needs and gifts of women and children.
- Ability to actively listen, be empathetic and the ability to empower and support women.
- Ability to work in a fast paced, time-sensitive, and confidential environment.
- Must be energetic, creative, resourceful and committed to working as a team member.
- A commitment to working in an environment that is non-violent, anti-racist, anti-oppressive and values all women.
- Must be able to climb 3 flights of stairs easily and carry a minimum of 12 kilograms.

ADDITIONAL REQUIREMENTS:

- Current Criminal Records Check
- First Aid/CPR Certification
- Excellent verbal and written communication skills
- Excellent computer and spreadsheet skills

ADDITIONAL PREFERENCES:

- First Nations, Inuit, Métis or non-status applicants will be given preference. (relying on provisions 24(1)(a) of the Ontario Human Rights Code.

SALARY: \$21.62 per hour

TO APPLY: Send a cover letter, a complete resume with 3 job related references to
Castille Troy, Manager, Human Resources,

2323 St. Laurent Blvd., Ottawa K1G 4J8 or via email to:
ctroy@minlodge.com

We thank all those who apply; however, only those invited for an interview will be contacted. No phone calls please.

