

## EMPLOYMENT OPPORTUNITY

### Phone Support Worker

(This is a one year term position to cover maternity leave)

#### Awo Taan Healing Lodge Society ("Nurturing Families Living in Peace")



The Wellness Worker works within a team of committed members who provide supportive counseling, referrals & advocacy, information, safety planning, and education on family violence while families stay in our 32 bed emergency women's shelter. All programs are offered within a wholistic approach which includes traditional Aboriginal Spiritual concepts and ceremonies; blended with contemporary methods.

#### DUTIES AND RESPONSIBILITIES

- Strong assessment skills
- Telephone help and support
- Information and referrals
- Assessment prior to Intake into the Emergency Shelter
- Provide information for other programs provided by the Awo Taan Healing Lodge
- Support to be safe while with an abusive partner
- Chronologically compile sort and organize client files in preparation for data entry
- Input data in a timely and accurate manner into web-based information system
- Pay attention to details, crosscheck and verify all data entered into the database
- Maintain and update a workflow record regarding work completed and work pending.
- Other duties, as requested by Residential Program Coordinator and/or Executive Director.

#### SKILLS AND QUALIFICATIONS

- Post-secondary degree or diploma in Social Work or related field with related experience;
- Registered Social Worker or similar accreditation;
- Understanding and knowledge of Aboriginal culture and traditions, the ability to speak an Aboriginal language would be an asset;
- Knowledge of family violence and its effects;
- Knowledge of community resources and programs available to support families;
- Strong interpersonal, communication, and advocacy skills;
- Strong organizational skills and initiative;
- Ability to work independently & as part of a team;
- Competent computer skills & accurate program record maintenance;
- Current Suicide Intervention/Prevention & CPR/First Aid training would be an asset;
- Must provide proof of a current Police Check & Child Welfare Intervention Services Check.

**Closing Date: January 20, 2017 at 4:00pm**

Please forward cover letter & resume to:

Selection Committee  
Awo Taan Healing Lodge Society  
PO Box 6084, Station A  
Calgary, AB T2H 2L3  
Fax: 403-531-1977  
Email: [awotaan@awotaan.org](mailto:awotaan@awotaan.org)

*Thank you for applying. Only those short listed will be contacted. No phone calls or emails please.*