



Han Knakst Tsitxw Society
Box 144, Lytton, BC V0K 1Z0
1-877-359-3685 Office Main
778-254-0217 Office Cell

Employment Opportunity

Casual Support Worker **Lytton, BC**

Position Duties:

Under the direction of the House Manager, the successful applicant will carry out the purpose and objectives of the Han Knakst Tsitxw Society and provide support to women and their children in a non-judgemental and confidential atmosphere, or facilitate the Reaching Out Drop In Centre that is open to men and women.

Duties include the following:

- To create an atmosphere of safety and trust
- To help clients to recognize their rights and responsibilities.
- To provide necessary referrals and/or case planning with other organizations/support services.
- Intake procedures including assessing eligibility for the Transition House
- To set-up and clean up, and prepare lunch for the Drop-In Sessions
- To increase public awareness of the effects of violence/abuse within community
- Handling crisis calls and to provide emotional support, information and referrals over the phone
- Record keeping in compliance with the Privacy Act and HKTS policies, as well as maintaining statistical activity reports

Position Qualifications and Requirements:

- WHMIS, First Aid Level 1, and Foodsafe
- Sincere and respectful interpersonal communication skills
- Experience working in a Social Services field for 2 years minimum
- Crisis, trauma, and addictions informed supportive practice is an asset
- Flexibility in working nights, weekends and statutory holidays
- Reliable vehicle and valid BC Driver's License.
- Complies with the Criminal Records Review Act

Employment type: On-call casual

Application Due Date: On-going until position filled.

Please fax or email resumes to the attention:

Alissia Lytton, Executive Director or
Brenda Abbott, House Manager
Han Knakst Tsitxw Society
Email: housemanager@hanknakst.ca, or ed@hanknakst.ca