

# Job Posting

## #25.13 HOUSING SUPPORT CARE AIDE

### 919 Pandora

*This posting is open to all qualified applicants.*

Our Place Society (OPS) is an organization founded on inclusive and progressive Christian values and principles. We are driven by our values: hope and belonging, teamwork, unconditional love and safety. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. A team approach is critical to living out our mission and values and directing our work.

#### **Position Overview:**

Reporting to the Site Supervisor, the Housing Support Care Aide participates directly in identifying clients' problems, needs and risks. Provides support performing basic life skills building in problem areas. They are directly involved in the engagement and provision of services and programs to help residents succeed in their goals toward independent living. The Housing Support Care Aide advocates for residents, daily living skills, responds to medical emergencies including overdoses, and maintains a safe and welcoming environment for a marginalized population.

The duties and responsibilities reflect the needs of our residents and our housing programs. These duties are listed but not limited to the areas included below.

#### **Duties and Responsibilities:**

##### ***Resident and Program Needs:***

- Contributes to the development and modification of the resident support/care plan. Provides input to the multidisciplinary Island Health teams and detox and treatment program plan in collaboration with OPS Site Supervisor and Housing Support Worker Team.
- Develops and implements short-term, issue specific intervention plans within program guidelines by one-on-one support, in consultation with the Site Supervisor and/or with any outside agencies, such as ACT teams, detox and treatment programs.
- Evaluates the effectiveness of the intervention plan, reports of clients' progress and discusses related concerns with the Supervisor in order to resolve identified problems and move towards defined objectives.
- Develop rapport and trusting yet professional relationships with residents.

- Perform wellness checks with other Housing Support Workers.
- Assists residents at mealtimes, including pick up and delivery of food, if required.
- Distribute personal hygiene supplies, cleaning supplies, etc. to residents.
- Assists and encourages resident mobility and maintenance of body alignment by following established care plan. Ensure all mobility aids, adaptive and supportive devices are in place.
- Assists and or provide support to residents and the teams with activities such as room cleans. Wearing appropriate PPE, this could include encountering human waste, blood, sharps, and other paraphernalia.
- Assists and encourages independent action of resident in all activities of daily living such as dressing and undressing, laundry, bathing, washing and personal hygiene/grooming including oral hygiene, cleansing of eyes, nose, ears, hair washing, nail care, application of non-sterile dressings and application of topical medicated creams/ointments as directed.
- Assists with and participates in social and planned therapeutic activities for residents such as games, community centre programming and exercise routines according to established procedures.
- Gathers information, as directed by the Site Supervisor, relevant to the clients' problems, needs and risks by interviewing, observing behavior, meeting with any other service providers, and using a variety of assessment tools.
- Maintain the current active file for each assigned resident. This includes electronic log notes for all pertinent interactions and observation. Maintains all records and statistics and provides reports of any unusual behavior or changes in resident physical condition to the Supervisors as required.
- Assist with laundry as needed and maintain on-site laundry rooms.
- Support residents with developing independent life skills such as household management, medication management, socialization, money management, decision-making, time management, etc.
- Maintain a working knowledge and understanding of laws and legislation which affect our residents such as Mental Health Act, Ministry of Social Development and Poverty Reduction, Human Rights.
- Utilize de-escalation skills to mitigate challenging situations and maintain a safe and calm environment.
- Maintain professional boundaries while displaying empathy and compassion.
- Respond to medical emergencies including overdoses. Provide emergency first aid such as administering naloxone and performing CPR. Provide non-emergency first aid such as minor wound care.
- Complete Incident Reports according to procedure.
- Assist in room inspections and follow ups are completed according to the schedule.
- Plunge toilets and deal with leaks, wearing appropriate PPE.
- Report all maintenance needs and requests in a timely manner according to procedure.
- Assist in custodial and maintenance tasks as directed by the Site Supervisor.
- Awareness of critical incident report procedures and follow all health and safety policies and procedures. Work with OPS Occupational Health and Safety team to ensure that all



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staff work in a safe manner. Report all staff injuries to the Site Supervisor, ensuring appropriate paperwork is completed.

- Uphold all OPS policies and procedures.

***Skills and Abilities:***

- Basic computer skills with a working knowledge of Microsoft Office Suite.
- Training in or knowledge of non-violent crisis intervention techniques and harm reduction approach.
- Knowledge of services available to residents.
- Knowledgeable of community resources.
- Ability to work independently and show initiative and creativity.
- Ability to deal in a positive collaborative fashion with residents and community contacts.
- Ability to communicate effectively with clients and coworkers both verbally and in writing.
- Ability to work with a radio and respond to radio calls in a professional, timely manner.
- Strong problem solving, decision making, communication and collaboration skills.
- Ability to work with residents from a Behaviour Management perspective.
- Ability to work in an intense and challenging work environment.
- Physical ability to perform the duties of the position.
- Ability to operate health related equipment.
- Ability to navigate stairs and be on feet for up to 6 hours of shift.

**Qualifications:**

**Education and Knowledge:**

- Graduation from a recognized Nursing Assistant Program such as a Health Aide program or equivalent. Current BC Care Aide and Community Registration.

**Training and Experience:**

- A minimum of one (1) year recent related experience.

OR an equivalent combination of education, training, and experience.

**Working Conditions**

**Shifts:** Part time, Sunday to Monday, 1pm to 9pm

**Compensation:** \$31.56 to \$33.49 per hour, plus 5% in lieu of paid holidays.

**Benefits:** Vacation is accrued at a rate of 6% or in accordance with your length of service as per the collective agreement (Article 18.1). Access to our EAP (Employee Assistance Program).

**These positions require union membership.**

**How to Apply:**

Eligible candidates are invited to submit a covering letter with their resume detailing their



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related background, experience, and qualifications by 3pm on Monday, January 27, 2025 to [careers@ourplacesociety.com](mailto:careers@ourplacesociety.com) or to Our Place Society, Attention Ryan Brost, HR Manager, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote “File #25.13 – Housing Support Care Aide – 919 Pandora” in the subject line.

**Please note: All applications must have a cover letter to be considered.**

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.