



P.O. Box 176
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Fax : (306) 925-4808

DIRECT CONTACT STAFF JOB DESCRIPTION

The primary responsibility of the Direct Contact Staff is to provide support to the residents at Choose Life Ministry's, Homestead for Hope.

Staff work closely with the residents in all areas of personal development, growth, life skills, as well as social and spiritual activities to enable the resident to attain her full potential.

JOB DUTIES & RESPONSIBILITIES

- Willingness and ability to work in a manner that aligns with the mission, vision, and core values of Choose Life Ministry
- Promote an environment and program that is supportive and nurturing
- Involvement in the planning and implementation of the program schedule in conjunction with team members and other staff
- Have a working knowledge of the application and implementation of program procedures and standards as outlined in the Resident Handbook
- Support the efforts to promote the residents' spiritual needs by way of demonstrated interest and participation in program activities where necessary
- Demonstrate an understanding of the psychological and social dynamics of working with residents coping with addictions
- Maintain a safe, clean and harmonious environment for residents and staff

- Effectively communicate with residents and program team members to ensure coordinated and consistent approaches to students are applied
- Resolve any conflicts that may occur by applying techniques adapted from Crisis Prevention Intervention training
- Endeavour to develop strong positive rapport with both staff and residents
- Ensure the accuracy of all daily logs, incident reports, and other pertinent documentation as necessary
- Administer medication to residents in accordance with established policies
- Responsible for assisting with any type of resident and facility emergencies that may arise during the shift
- Responsible for transportation of residents to and from specific destinations including, but not limited to; programming sites, doctor's appointments, planned activities, church, and other destinations as required
- Other duties as assigned by the Ministry Director

QUALIFICATIONS

- Minimum of Grade 12 high school diploma or equivalent
- Minimum 1-3 years relevant work experience, social work preferred
- Basic Biblical knowledge
- Driver's License
- First Aid and CPR preferred
- Crisis Prevention Intervention (CPI) Certificate preferred
- Strong work ethic and positive team attitude

- Must possess strong communication skills and be able to communicate clearly, both verbally and in writing, with management, peers, and residents.
- A role model – who demonstrates mature, responsible behaviour.
- Highly organized, detailed and gifted in working with women.
- Someone who can be flexible as plans change and is excellent at multitasking and problem solving on the go.
- Ability to participate in tasks, including routine maintenance related to running a residential facility.
- Ability to learn, understand, interpret, communicate, and enforce Program Standards policies
- Demonstrate ability to clearly transmit and receive information by email, phone and in person
- Ability to mentor, motivate and inspire residents
- Strong service ethic and a friendly disposition with the public

WORKING CONDITIONS

- Work is conducted both indoors and outdoors
- Ability to sit and stand for long periods of time
- The atmosphere may vary from a calm to a fast-paced setting depending on daily events

If these qualities describe you, we want you to be a part of the team at Choose Life Ministry. Join us as we support healing, self-worth and confidence in future generations.

We look forward to receiving your application!

