



**JOB AD**  
**TRANSITION HOUSE WORKER**  
**CANADA SUMMER JOB – 2024**

***Options Community Services Society (OCS) is a not-for-profit social services organization providing social services south of the Fraser River from early years to seniors. Our programs and services are only possible through the power of collaborative partnerships with individuals, businesses, community groups, and government who share in our vision to support a healthy, caring community where everyone thrives.***

**This position is open to female applicants only**

Options Community Services is seeking a passionate and dedicated youth to join our team for the Canada Summer Jobs 2024 program. This is a temporary full-time position dependent on funding.

The Transition House Worker position will play a crucial role in providing essential support and assistance to women residents and callers on the Support Line. It involves coordinating and implementing children's programs, offering parenting support, and assisting with various in-house responsibilities.

**Responsibilities include but are not limited to:**

- Coordinating and implementing children's recreational activities, including craft projects, indoor/outdoor games, and garden activities.
- Preparing and setting up equipment or materials for activities and play sessions.
- Assisting with meeting the physical needs of residents, such as linens, food, clothing, and personal toiletries.
- Providing assistance with crisis intervention through our support lines.
- Contributing to the overall functioning of the program by completing assigned tasks from staff/supervisor.
- Maintaining respectful communication with all residents, emphasizing client service skills, active listening, and clear communication.
- Assisting in maintaining program records, documentation, and perform administrative duties as assigned.
- Liaising with other agencies and professionals related to women and their goals, actively participating in expanding resource files through research.

The ideal candidate for this position is a compassionate and empathetic individual with excellent client service skills. You should possess active listening abilities and clear communication skills to effectively engage with residents. We are looking for someone who is dedicated to making a positive impact on the lives of women and children in transition. The successful candidate will demonstrate a commitment to maintaining a safe and inclusive environment, have the ability to work collaboratively with team members, and showcase strong organizational and multitasking skills. Prior experience in crisis intervention, child support, and advocacy will be preferred.

This role will require the incumbent to undergo a Police Information Check (PIC), and a Vulnerable Sector Check by the Ministry of Justice. This position will be paid at an hourly rate of \$16.75.

**Eligibility Requirement:**

To be eligible, youth must:

- be between 15 and 30 years of age at the beginning of the employment period.
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**Application Process –**

To apply for this exciting opportunity, please submit your resume and a cover letter outlining your relevant experience and expressing your interest in the position. Please send your applications to [sukh.mattu@options.bc.ca](mailto:sukh.mattu@options.bc.ca).

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Options Community Services is an equal opportunity employer and is committed to promoting diversity and inclusion within our workplace. We encourage applications from all qualified individuals.