



The Ottawa Aboriginal Coalition acknowledges that we are on unceded Algonquin-Anishinaabe territory.

OTTAWA ABORIGINAL COALITION
INUIT VIOLENCE AGAINST WOMEN SHELTER

DRAFT Job Posting
Shelter Worker

Position Summary

Shelter workers (both full time and casual) provides 24/7 frontline support to Inuit women and children staying at the shelter and contributes to a safe, welcoming, confidential and culturally respectful environment that reflects Inuit cultural values.

Preference will be given to Inuit or Indigenous candidates.

Key Responsibilities

- Ensure Inuit culture, language and Inuit Societal Values are meaningfully reflected in the shelter's services and environment.
- Welcome and orient community members coming into the Shelter and support the intake process.
- Provide day-to-day support to women and children staying at the shelter.
- Support and uphold shelter expectations and safety guidelines in a respectful and consistent way.
- Provide support to the cook or the household staff when they are doing life skill training around cleaning and cooking, and role model those behaviours.
- Answer phone calls, respond to inquiries, and support basic administrative tasks as needed.
- Respond to crises and support de-escalation and stabilization.
- Monitor shelter safety and follow emergency and incident-response procedures.
- Maintain confidential case notes, shift reports and incident documentation.
- Participate in shift handovers, team meetings and case conferences.
- Apply harm-reduction practices in all aspects of one's role.
- Support culturally grounded programming and activities.
- Do all of your interactions from a strength based, resiliency based approach.
- Participate in case management with outside service providers that are supporting a specific woman and her family.
- Participate in shift handovers and read daily shift reports.

Qualifications and Experience

- Post-secondary education in social services, Indigenous studies, counselling, child and youth care or a related field, or equivalent experience.
- Relevant experience in violence against women's shelter, crisis support, social services or community support.
- Strong understanding of issues related to domestic violence, child welfare, healing and restorative practices for Inuit women and their children.

- Knowledge of urban Inuit realities and culture.
- Training or experience in trauma-informed practice, crisis intervention and de-escalation.
- Ability to work evenings, nights, weekends and holidays.
- Satisfactory background checks is required
- A combination of these qualifications will also be considered.

Preferred Qualifications

- Speaking Inuktitut is an asset
- Valid driver's license and access to own vehicle required
- Current First Aid / CPR Certification

For more information and to apply for the job once it becomes open, please go to the OAC website at:

www.ottawaaboriginalcoalition.ca

