

**Adult Outreach Support Worker-Term position- Job Description**

**Title:** **Adult Outreach Support Worker**

**Reporting To:** Outreach Manager

**Hours:** Full-time, 5 days (35 hours) per week

**Term:** 6 months Contract, renewable based on funding

**Location:** Ann Davis Transition Society Community Outreach Office

**Grid: 10**

**To Apply:** Please send resume and 2 references to HR@anndavis.org

**Position Summary:**

The Adult Outreach Support Worker is responsible for performing, coordinating, and overseeing technical and office administrative duties in support of the Outreach Workers at Ann Davis Transition Societies Outreach Office as well as client front line service. This position has been approved by the BCGEU and requires the payment of union dues and is dependent on funding and the budgetary limitations of Ann Davis Transition Society.

# Job Roles and Responsibilities:

* Provides front-desk reception services to clients coming into Ann Davis Transition Societies Outreach office.
* Delivering services as program demands require, in accordance with Ann Davis Transition Society’s mission, vision and policies.
* Provides assessment and safety planning.
* Participates in debriefing and case consultation with her supervisor and ADTS staff.
* Performs other duties as defined in job description.

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# Qualifications:

* Two (2) years recent related experience. Or an equivalent combination of education, training and experience.
* Ability to facilitate workshops such as Naloxone, Financial Literacy, & Basic Life Skills.
* Strong organization and time management skills.
* Well-developed communication skills both written and oral.
* Strong computer literacy in Word, Excel and Outlook required.
* Ability to work effectively independently and within a team, energetic and self-motivated.
* Strong work ethic.
* Strong conflict resolution skills and strong commitment to working as a positive member of a team.
* Willing and open to give and receive feedback.
* Satisfactory Vulnerable Sector Criminal Record Clearance
* A valid B.C. Driver's License (Class 5 or Class 7), and a suitable driver's abstract.
* Documentation that you are legally entitled to work in Canada.

# Competencies:

* Excellent interpersonal skills: ability to work independently, cooperatively, and from a feminist perspective.
* Demonstrated ability to communicate effectively both verbally and in writing.
* Ability to relate non-judgmentally with people from diverse backgrounds of culture, class, race, sexual orientation, gender identity, etc.
* Able to maintain strict confidentiality, signing oath of confidentiality.
* Exemplary client centered skills, both in person and over the telephone.
* Excellent working within a team and developing consensus.
* Strong time management and organizational skills.
* Able to perform technical, specialized, complex and difficult office administrative work requiring the use of independent judgement and initiative.
* Able to analyze and resolve office administrative and procedural problems.
* Able to perform basic research and prepare reports and recommendations.
* Able to use initiative and independent judgement within established policy and procedural guidelines.
* Able to communicate effectively with all levels of staffing, the public, representatives of public and private organizations and others sufficient to exchange or convey information.

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# Working Conditions:

* Regular hours are from 9-5 Monday to Friday. May need to occasionally be available for flexible scheduling weekdays, weekends and possibly some holidays if required.
* Worksite:
  + Ann Davis Transition Society Community Outreach Office

46230 Yale Rd, Chilliwack, BC V2P 2P3

Note: We conduct primary source verification of applicant's credentials including education, training, work history, and licensure. 

STATEMENT OF DIVERSITY

The Ann Davis Transition Society, as a leading Non-Profit organization, respects diversity and fosters social inclusion. We strive to deliver inclusive service, affirming the dignity of those we serve regardless of heritage (race, ethnicity, culture, nationality, linguistic origin, place of origin, citizenship, color, ancestry), education, beliefs, creed (religion, faith, spirituality), gender, gender identity, age, sexual orientation, physical or mental health, physical or cognitive capabilities, socio-economic status and political belief.

*The Adult Women’s Outreach Support Worker will follow the Code of Ethics and the Mission Statement of the Ann Davis Transition Society.*