

# Casual Relief Front Line Worker

**Employer:** Mississauga First Nation

**Posted:** 13 months ago

**ES Job ID:** 3947

**Sector(s):** Social Services

**Closing Date:** April 04, 2023

**Location:** Blind River

**Duration:** Casual

## Job Description:

Position: Front Line Worker  
Accountability: Women's Shelter Manager  
Salary: \$19.70 hourly  
Employment Status: Casual Relief  
Hours of Work: As needed  
Preferences: MFN Band Members  
Circulation Level: Level I

The Front Line Worker will:

- Prepares and completes daily reports in the database; provides advocacy and support to clients and their children in crisis situations both one-on-one and over the telephone; maintains strict confidentiality and adhere to Personnel policies and procedures
- Be supportive and aid those termed as \"walk-in\" in a manner that is consistent with those who are admitted into the Mississauga Women's Shelter; responds to crisis telephone calls and provide support, information, and intervention according to the request and type of call/caller; assist with meal planning and preparation; conducts general cleaning such as dusting, cleaning windows/ floors and other areas
- Assist clients to set goals, fill in applications for housing, birth certificates, S.I.N, and budgeting, etc.; provides education and awareness to women on domestic violence; ensure the safety of clients, staff, and visitors to the shelter at all times; facilitates and maintain a collaborative and safe work environment; provides an in-house orientation to new clients and oversee communal living requirements; creates safety plans with clients and families; ensures windows and doors are locked at all times; completes regular resident status and safety checks
- Contacts appropriate authorities such as the Ontario Provincial Police or child welfare agency when required; provides referrals, support documents, and support for discharge; conducts intake and discharge process with clients and their children in crisis
- Maintains level of job requirements by attending training, workshops, seminars, certified programs, and team meetings
- Demonstrates sensitivity to and knowledge of the impacts of woman abuse on women and children; remains to be empathic, non-judgmental, and respectful and encourages independent decision-making to clientele served; will problem solve in a positive manner

## Required Skills:

- The Front Line Worker will possess the following educational qualifications, skills, experiences, and attributes:
- Minimum of Grade 12 secondary diploma or equivalent. Post-Secondary Diploma in the Social Services or health field preferred
  - Experience working with aboriginal people, organizations, and communities; must provide an acceptable Criminal Record Check and Vulnerable Sector Check from the Canadian Police Information Centre (CPIC)

- Class "G" Ontario Driver's License in good standing and be able to travel
- Standard First Aid and CPR/AED; Mental Health 1st Aid (an asset); Life Skills Coach Certification (an asset)
- Must be able to work flexible hours, on-call, and shift work, including weekends, evenings, and holidays
- Excellent verbal and written communication; ability to work in a team environment; ability to effectively analyze situations quickly and apply sound judgment; possess strong conflict resolution and problem-solving skills with the ability to handle stressful situations
- Ability to observe and assess clients, enforce safety regulations and emergency procedures, and apply appropriate behaviour management techniques; maintain confidentiality; be respectful and empathetic; ability to take charge and motivate others; be always professional

**How to Apply:**

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations, and qualifications listed on the job posting. If you are a member of MFN or of Indigenous descent, please include this information in your cover letter. We rely on the information you provide to us in your application during screening. Successful candidates who receive interviews must provide copies of their educational qualifications and certifications at the time of the interview. Please note that all interviews will be in person. If you would like a copy of the full job description and/or are interested in applying you may submit your cover letter, resume, and three (3) work-related references to:

Mississauga First Nation  
P.O. Box 1299 Blind River, Ontario P0R1B0  
Attention: Human Resources Department  
Marked: CONFIDENTIAL  
EMAIL: [hrclerk@mississaugi.com](mailto:hrclerk@mississaugi.com)  
FAX: 705-356-1740

Thank you to all applicants; however, only those selected for an interview will be contacted.