



**Minwaashin Lodge**  
Indigenous Women's Support Centre

**JOB DESCRIPTION**

**RESIDENTIAL SUPPORT Worker (Female)**  
**Casual , On Call**  
**OSHKI KIZIS LODGE**

Position reports to: Assistant Manager of Oshki Kizis Lodge

Location: Oshki Kizis Lodge

Work Conditions: Shelter Serving Indigenous Women and Children fleeing violence

Travel requirements: Local only

**Job Summary**

Under the supervision of the Shelter Manager and Assistant Manager of Oshki Kizis Lodge the Casual Residential Support Workers are responsible for assisting in providing culturally appropriate, safe space for First Nation, Inuit and Métis women and children within a Violence Against Women specific shelter and the efficient operation of a 24 hour crisis line

**PRIMARY RESPONSIBILITIES**

- Work with the Residential Support Worker to create a safe environment for the women and children;
- Help children learn, share and explore culture and tradition related to family healing;
- Preparation of snacks & meals for the women and children;
- To provide emotional and practical support to abused women and their children
- Respond appropriately to crisis adhering to policies and procedures;
- Create and maintain an environment that provides for the emotional and practical support to women and children who have experienced violence in their lives;
- Support residents in communal living expectations / requirements;
- Respond to the Crisis Line and provide support and crisis intervention to callers in a timely and appropriate manner;
- Monitor house security systems and controlled access to the house;
- Assist in the implementation of programs and services that honor cultural and individual needs and promotes safety and healing from the effects of violence
- To perform other related duties as otherwise assigned
- Maintain statistical reporting

## **QUALIFICATIONS**

- Minimum of one year experience
- Excellent verbal and written communication skills
- First Aid/CPR certification
- Proficient in the use of Microsoft Office
- Excellent computer skills

## **JOB REQUIREMENTS**

- First Nations, Inuit or Métis descent preferred
- Excellent verbal and written communication skills
- Able to work evenings and/or week-ends
- Current Criminal Records Check

To Apply: Please email a copy of your formal application to [kholden@minlodge.com](mailto:kholden@minlodge.com) or fax to the attention of Kate Holden at 613-748-8311.

Closing Date: When filed