



Michael House Pregnancy and Parenting Support Services

A Safe Haven For Life

Position: Volunteer Intentional Neighbour

Anticipated start date: Spring 2021

One, shared - two bedroom unit in our Supportive Housing Program has been allocated for two Intentional Neighbours. In exchange for reasonable rent in the University/Downtown area, participants living in this unit will have the experience of providing after-hours / emergency support for the clients in the building as needed. The intent of this position is to have one person available to the clients living at Emily's Place at all times in case of an emergency. There is also the expectation that the Intentional Neighbour will be ensuring that the building is safe while they are "on-call". This position will include evening / overnight "on-call" hours each week/weekend to be shared with the other Intentional Neighbour. It is noteworthy to mention that there is a comprehensive security camera system in the building and that the building can be monitored remotely by Michael House Staff so it is not required that you are always on-site. On-Call Managers are also available at any time for support or guidance.

Volunteer Role Description:

Under the Supervision of the Supportive Housing Manager, the live-in volunteers will monitor activity in the apartment building, therefore increasing safety for all of the mothers, infants, and children. Intentional Neighbours offer phone, text or in person support to residents as required

RESPONSIBILITIES AND PRINCIPLE ACTIVITIES:

Michael House requires volunteers to have read and understand the relevant Program, Health and Safety guidelines, Financial and Human Resources policies and procedures. The Live in Support will report directly to the Supportive Housing Manager and carry out their duties under the authority of the Executive Director of Michael House.

The following list is not comprehensive. Tasks or responsibilities may be added as needed to secure or enhance the Supportive Housing Program and role of the Intentional Neighbour:

- ❖ Agree to reside within the Michael House Supportive Housing Program for a minimum of 6 months.
- ❖ Shall report any client concerns or program needs to the Supportive Housing Manager and/or the Executive Director
- ❖ Carry the Intentional Neighbour cellphone during on-call shift
- ❖ Check security cameras regularly (based on on-call schedule)
- ❖ Attend regular supervision meetings with Supportive Housing Manager
- ❖ Attend monthly Co-op meetings with other building residents, if school/work schedules allow
- ❖ Shall be aware of emergency policies and procedures and act accordingly
- ❖ Shall understand how to access the security system.
- ❖ Shall work independently as well as cooperatively as part of the Michael House team – striving to provide the best possible service to our Supportive Housing clients
- ❖ Support the mission and objectives of Michael House and engage with the staff team to achieve these goals
- ❖ Adhere to the Michael House Code of Ethics and Confidentiality policies
- ❖ Bring own skill-set and personality to the agency and use them to enhance the Michael House environment

NAME: _____

SIGNATURE: _____

DATE: _____