



Michael House Pregnancy and Parenting Support Services

A Safe Haven For Life

Job Position: Residential Relief Staff

Anticipated Start Date: Immediate

Salary: \$14.57 Hourly

Job Description:

The Relief staff reports directly to the Residential Supervisor and carries out her duties under the authority of the Program Manager and Executive Director of Michael House.

Relief Staff are responsible for the implementation of programming and structure for the women and children who reside at the Michael House Residence. Clients are pregnant and/or parenting and may struggle with addictions, mental health diagnosis, homelessness, and lack of a support network. Michael House Staff work with these complex individuals, using strengths-based interventions to support a healthy pregnancy, develop parenting and life skills, improve emotional and physical health, identify healthy relationships, be knowledgeable of financial planning, etc. Our staff work with clients to increase their personal assets, with an understanding of the mother/child dyad and how this impacts the infant's mental health. Being able to work and communicate with the Michael House team and community partners is critical.

It is important for Relief Staff to be responsive to email, text, and telephone calls within a timely manner. Relief Staff must have a flexible schedule to be available to work, days, evenings, overnights and weekend shifts when needed.

Qualifications:

- Relevant college or university educational background preferred
- Experience working with infants, youth, and new mothers an asset
- Able to work flexible hours including overnight and covering shifts on short notice
- Computer Skills: keyboarding and Microsoft Office
- Knowledge of community resources in Guelph and Wellington County

The following list is not comprehensive. Tasks or responsibilities may be added as needed to secure or enhance the program at the residence.

Caseload Management

- Responsible for ensuring the safety and welfare of mothers, infants, and children during shift.
- Ensure a high level of service is provided to clients by identifying client's needs and strengths
- Assist clients to arrange for community support services and help clients organize and attend appointments if needed.
- Shall complete all documentation i.e. client logs, check lists and staff updates, before leaving the shift.
- Shall record any serious occurrences during the shift and report it to the Residential Supervisor.
- Shall be aware of emergency policies and procedures and act accordingly.
- Shall immediately report any concerns to the Residential Supervisor and/or on-call Sr. Staff.

Household Maintenance

- Ensure that Michael House remains clean, pleasant and a positive environment and ensure that the house is in good order at the end of each shift.
- Report any repairs and/or Health and Safety concerns to the Residential Supervisor.
- Shall do a security check each evening before shift ends and throughout the evening.
- Ensure that residents follow agency policy regarding property use.
- Ensure that “client only” areas be respected and that the staff office and meeting room areas be kept locked when unoccupied.
- Ensure the security of the home and confidentiality of files according to procedures.

Agency and Program Development

- Supports the mission and objectives of Michael House and works with the staff team to achieve these goals.
- Understand Attachment Theory and Infant Mental health and is able to create an environment on shift that reflects this knowledge.
- Is able to share information about the programs and clients in a professional way during shift change, and in both internal and external meetings.
- Participates in trainings and education to stay abreast of best practices in our sector.
- Understands how difficult it is to parent and is able to be encouraging and helpful to clients.
- Understand best practice in infant/toddler care and able to teach and support clients in caring for their children.
- Bring own skillset and personality to the agency and uses them to enhance the Michael House environment.
- Establish excellent working relationships with the other staff at Michael House.

Community and Agency Relations

- Follows the confidentiality policies.
- Welcomes invited visitors to Michael House and ensures that they respect the peace and privacy of the home
- Refers media and public inquiries to the Executive Director
- Receives donations that are brought to the door; ensures that the appropriate information is gathered so that tax receipts and or thank-you cards can be issued

Please send resume and cover letter to Office@michaelhouse.ca

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MHPSS is a faith-based, not-for-profit organization