



Discovery House Family Violence Prevention Society

POSITION TITLE:	Shelter Community Development Worker
REPORTS TO:	Team Lead, Shelter and Outreach
POSITION TYPE:	Temporary, 12-months contract, Full-time
WORK HOURS:	12noon – 8pm, Monday to Friday, 40 hours a week
LOCATION:	On site - Calgary, Alberta
STARTING SALARY:	The salary range for this position starts at \$50169.00 Actual salary will be determined based on the candidate's relevant years of experience and educational qualifications
JOB CLOSING DATE:	Until a suitable candidate is found

WHAT WE DO

Discovery House is a non-profit organization that empowers families who have experienced domestic violence with the space, supports, and skills to imagine and create a better life. We provide transitional housing, offering long-term, safe places for families to call home while they begin rebuilding their lives. Our team of professionals provides families with customized supports and counselling to help mitigate the impacts of trauma, and programs to prevent the cycle of abuse from repeating.

WHAT OUR EMPLOYEES LOVE

- Three weeks of vacation to start.
- A blend of community-building within our spaces and among our clients and staff, office collaboration, and flexible daily planning to support impactful work and work-life balance
- Additional time off including Wellness Days, Professional Development Days, and Sick Days.
- Benefits Package and Employee and Family Assistance Program.
- A dog friendly workplace.
- We observe all Statutory Holidays (including the optional ones), and employees may substitute religious holidays for celebrations that are relevant to their cultural identity. The National Day for Truth and Reconciliation is observed as a paid Community Day with required participation.
- Opportunities to actively participate in various committees including Health & Safety, Equity, Diversity & Inclusion, Indigenous.
- A 2SLGBTQ+ welcoming environment.
- Potlucks, celebrations, work-life balance, and plenty of fun.
- Being a part of a reputable not-for-profit organization (8-time winner of Top 100 Rated Charities in Canada!)

We are building towards an inclusive and equitable workplace that reflects the diversity of the communities we live in, creating the opportunity for every employee to reach their potential. We welcome applications from people in all underrepresented groups, believing we are at our best when everyone has a seat at the table. If you have some but not all the qualifications for the position, but are willing to learn, we invite you to apply. Accommodations are available upon request throughout every stage of our recruitment process.

Join our team and be part of a transformative organization committed to ending domestic violence. As advocates of **Empowerment**, we believe in unlocking the potential in every individual, fostering resilience, and empowering positive change. Our **Tenacious** spirit drives us to get things done and make a lasting impact, while our commitment to **Inclusion** ensures that everyone belongs and is welcomed in our community. Embracing **Curiosity**, we continually learn, innovate, and adapt to break the cycle of domestic violence. Through **Collaboration**, we build strong connections and work collectively to create a safer, more equitable world for all. If you're passionate about making a difference, join us in our mission to empower, thrive, and create positive change together.

WHAT YOU'LL DO

The Shelter Community Development Worker leads community-building and group facilitation initiatives within a second-stage shelter, fostering a safe, supportive, and empowering environment for women and children residing in the facility for up to one year. This role bridges community development, program creation, and direct client care by facilitating group programming, building peer support networks among residents, and managing a small primary caseload.

The majority of work for this role involves supporting the shelter program, which requires consistent on-site presence due to the nature of the work and client needs. The role also including accompanying clients to appointments to support access to services and resources, and an outreach component to provide clients with support to transition to the community and to lead evening programming. The shelter environment is fast-paced and can be busy, noisy, and at times unpredictable, requiring the ability to work effectively amidst frequent interruptions and distractions in a shared space.

This position is required to work evenings on a regular basis to plan and lead programming and may be required to participate in an on-call rotation. The specific work arrangement will be determined based on program needs.

Shelter Community Development and Programming

- Plans, schedules, and leads group-based programming (**day and evening**) and workshops in the shelter (e.g., life skills, wellness, cultural and community-building activities) that build skills, peer connection, and community.
- Provides independent on-site shelter coverage during daytime hours, responding to resident needs, addressing issues as they arise, and liaising with the Team Lead on any concerns.

Case management and housing stabilization

- Completes a thorough assessment of the client's needs to identify barriers to safe, stable housing and additional service needs, and develops an individualized action/housing plan in collaboration with the client/family and case management team.
- Coordinates and monitors wrap-around service planning; supports clients to navigate financial, legal, health, and other systems; and provides budgeting, financial literacy, and pro-tenancy education.
- Provides short-term program continuation, i.e. post-shelter outreach support, to clients transitioning out of the shelter by meeting them in the community and in their homes, accompanying them to appointments,

advocating on their behalf, and linking them to appropriate community agencies, housing providers, and resources.

- Ensures clients have resources and supports to remain safe in their new home, including safety planning, DV-informed education, and culturally appropriate referrals; completes and oversees transition plans and follow-up to support housing retention and outcomes.

Other Duties

- Maintains accurate and up-to-date case notes, assessments, safety plans, service plans, and program statistics in required systems; completes and submits monthly statistical records, expense records (if applicable), and biweekly time sheets.
- Adheres to agency policies, procedures, practices, and Code of Ethics; demonstrates understanding of violence/abuse against women, women-centered approaches, and trauma-informed practice.
- Maintains professional relationships with colleagues, participates in ongoing professional development and annual performance reviews, and contributes to a healthy, safe working environment.
- Transports clients in a personal vehicle when necessary to ensure safe access to services and appointments; advises the Team Lead of any client-related issues; and performs other duties as required to support the families and programs team.
- Other duties as assigned

WHAT YOU'LL BRING

- Bachelor's Degree in Social Work or related area and 3 to 5 years of experience; an equivalent combination of education and experience may be considered
- Registration with Alberta College of Social Workers (ACSW) or equivalent, is an asset, and is required for those who are eligible
- Experience facilitating or leading group programming and on-site activities in a social services or shelter setting
- Demonstrated experience supporting individuals and families impacted by domestic violence (DV) is an asset
- Strong knowledge of the domestic violence sector, including trauma-informed practice, safety planning, and available community resources for individuals and families
- Understanding of the dynamics of domestic violence, including risk assessment, safety planning, and crisis intervention, and the intersection between domestic violence, poverty, and homelessness
- Strong interpersonal and organization skills
- Ability to work independently and within a team environment
- Comfortable working alone on site for portions of the shift and responding appropriately to routine and crisis situations
- Strong communication and conflict resolution skills

- Valid driver's license and reliable vehicle required, accompanied by a minimum of \$2 million liability insurance coverage and business insurance (or documented provision from the insurer that allows for the occasional transportation of clients).

The successful candidate will be required to complete a Criminal Record and Vulnerable Sector Check and an Intervention Record Check.

IF YOU THINK YOU ARE THE RIGHT FIT

Please send your resume and cover letter to careers@discoveryhouse.ca stating the job title in the subject line. We thank all applicants; however, only those selected for an interview will be contacted.

We acknowledge the traditional ancestral territory and oral practices of the Treaty 7 signatories, including the Blackfoot Confederacy, which includes the Siksika, Kainai, and Piikani; the Îyârhe Nakoda Nations, including the Chiniki, Bearspaw, Goodstoney; and the Tsuut'ina Nation. The City of Calgary is also home to the Otipemisiwak Métis Government, Métis Nation Battle River Territory, Nose Hill District and Elbow District.