



# Stella's Circle

Creating Community Together

## Night Support Worker Emmanuel House

### About Us

Award-winning. Inspiring. Values-driven. Entrepreneurial spirit. These are some of the words that describe Stella's Circle, a leading social justice organization that works with over 1,500 people each year to help transform lives through housing, mental health, and employment.

### The Position

Are you passionate about creating a safe and supportive environment for individuals in recovery? The Night Support Worker offers support to the Night Counsellors, allowing them to attend to the counselling needs of the program participants. They also assist with ensuring a safe, supportive and welcoming atmosphere.

### What You'll Do

- Assisting with creating a safe and pleasant atmosphere in the house by modelling respectful social interactions, reminding program participants of the house guidelines and encouraging and participating in social/recreational activities such as games, crafts, etc.
- Answering the door and assessing any potential risks.
- Answering and screening telephone calls and offering support to caller if needed.
- Assist the on-duty counsellor with various tasks, including documenting observations, providing support to program participants and ensuring adherence to policies and routines.
- Being alert to conflict or safety issues that may arise.
- Complete regular security checks of building (doors, windows) as well as bedroom checks to ensure the safety of program participants.
- Assist with access to medications.
- Perform cleaning tasks, such as tidying common areas, wiping surfaces, and maintaining cleanliness in shared spaces to ensure a welcoming and comfortable environment.



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- Prepare meals or snacks according to planned menus, ensuring dietary needs are met.

## What You'll Bring

- High School diploma or GED required.
- First Aid and WHMIS training is required.
- Prior experience in security, customer service or a related field.
- Strong interpersonal and organizational skills.
- Ability to work independently and maintain professionalism in a calm and compassionate manner.
- Cooking, meal preparation and cleaning skills are necessary.
- Criminal Record Check/Vulnerable Sector Check is required.
- Enhanced Reliability Status Clearance is required.

## The Details

This is a permanent full-time position. The salary range for this position is \$37,888.50 - \$40,521.00. Stella's Circle offers health and dental, long-term disability, life insurance, matching RRSP plan, sick, personal leave and three weeks vacation. You must be flexible for hours of work as there will be regular evening and weekend hours for this position.

## How to Apply

Please send cover letter and resume by December 9<sup>th</sup>, 2024 to:

Human Resources Specialist  
Stella's Circle  
Email: [recruitment@StellasCircle.ca](mailto:recruitment@StellasCircle.ca)

## About Stella's Circle

Stella's Circle is a nationally celebrated charitable organization with a mission to help transform lives through Real Homes, Real Help and Real Work. Our wrap-around housing, mental health, and employment programs are rooted in recovery and inclusion. Our vision is A Home. A Job. A Community – for everyone. Learn more at [StellasCircle.ca](http://StellasCircle.ca).



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Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals and ensuring full and equal participation for each individual in our community. We treat all people with respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from people of colour, people of diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.

