



**Stella's Circle**  
Creating Community Together

## **Residential Counselor Naomi Centre**

### **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**

We are currently seeking a Residential Counselor to work relief call-in shifts at Naomi Centre. Naomi Centre is a facility within Stella's Circle that offers emergency shelter and outreach services for young women ages 18 to 29 who need safe, supportive temporary housing. The young women who reside at Naomi Centre receive support that encourages making informed choices and decisions, potentially leading to greater stability regarding personal relationships, finances, emotional well-being, and housing so they can return to their family or community. Counselors at Naomi Centre work as part of a staff team to ensure quality services to young women.

### **What You'll Do**

- Orients new residents to Naomi Centre, including a review of house guidelines and expectations.
- Provides supportive counseling to participants.
- Operates and responds to 24-hour crisis line.
- Works from a strengths-based perspective to empower and encourage residents to make decisions for themselves and teach life skills.
- Uses conflict resolution skills to reduce and help resolve communal living issues.
- Provides Safe Works Access Program services (needle exchange, supplies kits and naloxone kits).
- Helps in filing applications for various supports/services such as comforts allowance, income support, youth services, and other applicable applications.
- Provides residents and former residents support and assistance with everyday living tasks, such as determining bus routes, making medical appointments, securing identification (ie. social insurance number), assisting with housing searches.



# Stella's Circle

Creating Community Together

- Obtains and provides shift change information.
- Maintains proper documentation of resident files and shift logs.
- Completes intake assessments, admissions, and departures.
- Provides access to and prepares healthy meals and snacks.
- Refers participants to resources in the community based on their individual needs.
- Advocates for participants when necessary.
- Attends and participates in bi-weekly staff meetings.
- Completes and documents regular room checks and building security checks to ensure safety of residents.
- Enter data into an electronic record keeping system (HIFIS) during each shift.
- Responsible for daily household cleaning and light maintenance.
- Responsible for cleaning/sanitizing rooms after departure
- Follows established working alone safely procedures.

## What You'll Bring

- Degree in Social Sciences and/or relevant training and experience in a residential or community setting.
- Excellent interpersonal and communication skills.
- Valid First Aid Certificate.
- Valid ASIST Certificate.
- Criminal Record Check/Vulnerable Sector Check is required.
- Must be available to work a variety of shifts including day, evening, overnight and weekend hours.

## The Details

This is a relief, casual, call in position. The hourly rate is \$31.31. There are evening and weekend shift differentials. Vacation is paid out each paycheque.

## How to Apply

Please send cover letter and resume by April 17<sup>th</sup>, 2025 to:

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



# Stella's Circle

Creating Community Together

## 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](https://StellasCircle.ca).

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.

