



Position: Front Line Worker – Casual/Relief

Salary: \$25.98 hourly

Hours of Work: As needed

Accountability: Women's Shelter Manager

Employment Status: Casual Relief

Preferences: MFN Band Members

The Casual Front Line Worker will:

- Prepares and complete daily reports in database; provides advocacy and support to clients and their children in crisis situations both one-on-one and over the telephone; maintains strict confidentiality and adhere to Personnel policies and procedures
- Be supportive and aid those termed as "walk-in" in a manner that is consistent to those who are admitted into the Mississauga Women's Shelter; responds to crisis telephone calls and provide support, information, and intervention according to the request and type of call/caller; assist with meal planning and preparation; conducts general cleaning such as dusting, cleaning windows/ floors and other areas
- Assist clients to set goals, fill in applications for housing, birth certificates, S.I.N, and budgeting etc.; provides education and awareness to women on domestic violence; ensures safety of clients, staff and visitors to the shelter at all times; facilitates and maintain a collaborative and safe work environment; provides in-house orientation to new clients and oversee communal living requirements; creates safety plans with clients and families; ensures windows and doors are locked at all times; completes regular resident status and safety checks
- Contacts appropriate authorities such as the Ontario Provincial Police or child welfare agency when required; provides referrals, support documents and support for discharge; conducts intake and discharge process with clients and their children in crisis
- Maintains level of job requirements by attending training, workshops, seminars, certified programs, and team meetings
- Demonstrates sensitivity to and knowledge of the impacts of woman abuse on women and children; remains to be empathic, non-judgmental, respectful and encourage independent decision making to clientele served; will problem solve in a positive manner

The Casual Front Line Worker will possess the following educational qualifications, skills, experiences, and attributes:

- Minimum of Grade 12 secondary diploma or equivalent. Post-Secondary Diploma in the Social Services or Health preferred
- Experience working with aboriginal people, organizations, and communities; must provide an acceptable Criminal Record Check and Vulnerable Sector Check from the Canadian Police Information Centre (CPIC)
- Class "G" Ontario Driver's License in good standing and be able to travel
- Standard First Aid and CPR/AED; Mental Health 1st Aid (an asset); Life Skills Coach Certification (an asset)
- Must be able to work flexible hours, on-call, and shift work, including weekends, evenings, and holidays
- Excellent verbal and written communication; ability to work in a team environment; ability to effectively analyze situations quickly and apply sound judgement; possess strong conflict resolution and problem-solving skills with the ability to handle stressful situations
- Ability to observe and assess clients, enforce safety regulations and emergency procedures, and apply appropriate behaviour management techniques; maintain confidentiality; be respectful and empathetic; ability to take charge and motivate others; be always professional

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations, and qualification listed on the job ad. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.**

Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation

P.O. Box 1299 Blind River, Ontario P0R1B0

Attention: Human Resources Department

Marked: **CONFIDENTIAL**

EMAIL: hrclerk@mississaugi.com **FAX:** 705-356-1740

Deadline: September 24, 2025

Thank you to all applicants; however, only those selected for an interview will be contacted.

WALKING IN BALANCE

A socially and culturally healthy community where individuals have the opportunity to prosper and to achieve their full potential spiritually, emotionally, mentally, and physically through generous and unselfish support for one another, while pursuing balance and harmony within, with each other, and with Mother Earth.