



## **Part-Time Relief Worker**

### **The Agency**

The Calgary John Howard Society (CJHS) is a community-based charitable organization dedicated to reducing the incidence of crime and increasing community safety through preventative and restorative justice practices. To accomplish these ends, we provide direct services to individuals at risk, advocacy for effective responses to crime with the individuals involved and education for youth and adults in the community. CJHS is committed to an organizational environment that recognizes the dignity and worth of each person. CJHS values diversity and inclusion and welcomes qualified applicants from all walks of life.

### **The Program**

Bedford House is a community residential facility (CRF) that provides housing, ongoing counselling, support and connections to appropriate community services for men who are on federal conditional release. Staffed 24 hours a day, Bedford House is communal-style living.

### **The Position**

The Part-Time Relief Worker is responsible for the day-to-day shift duties of the facility which includes: supervision of residents and facility in accordance with written policy; perform all general shift duties; maintain flexible approach in meeting the needs of the clients while maintaining the safety of the community; provide positive role modeling; maintain strong communication links and a teamwork approach; be prepared and physically able to deal with routine/crises situations; and maintain strong written/verbal communication.

The Part-Time Relief Worker must have: strong communication skills and the ability to work in a team setting; some post-secondary education or equivalent experience; good verbal and written communication skills; problem solving and decision-making skills; and the ability to set and maintain professional boundaries.

***We are looking for people who are available for weekdays and weekends during the day, evenings, and overnights only.***

**Please submit your cover letter and resume to:  
Kym Jacobs – Residential Manager  
Kym.jacobs@cjhs.ca**

*The Calgary John Howard Society thanks all applicants; however, only those considered for an interview will be contacted.*