



Ki-Low-Na Friendship Society

442 Leon Avenue | Kelowna, BC V1Y 6J3
Tel: (250) 763-4905 Fax: (250) 861-5514
www.kfs.bc.ca

Job Posting: Tupa's Lodge Support Worker
Hours: 40 hours per week, full-time (various shifts)
Wage: \$21.00 per hour (day); \$22.00 per hour (graveyard)
Posted: March 16, 2021
Closing: Open until filled

Nature of Position: This position provides support for Indigenous mothers residing at Tupa's Lodge, a residential transitional housing program for new mothers and their babies. This position will mainly entail advocating and assisting mothers throughout their family wellness plans.

Duties:

- Supporting residents with their family wellness plan.
- Helping to empower residents.
- Doing evening checks at 10:00 PM with all families in the Lodge.
- Logs relevant entries into the logbook.
- Responsible for disarming the alarm and opening the building at 6:00 AM.
- Being available for families in case of emergencies and crisis.
- Able to implement disciplinary action to families, when needed, for such actions as curfew breaks, zero-tolerance infractions, etc.
- Familiarize themselves and adhere to the Tupas Lodge Handbook.
- Maintains timely and accurate data collection.
- Shares the responsibility for ordering and purchasing groceries with other staff.
- Monitors alarm systems for fire and emergency exits.
- Signs out residents, staff, and visitors.
- Ensures residents attend Tupa's Lodge programming.
- Helps ensure the cleanliness of the building.
- Attends staff wrap-around meetings.
- Performs duties as assigned by the Tupa's Lodge Coordinator.

Qualifications:

- Minimum Grade 12 education.
- Must have experience with working with high-risk youth and families.
- Must have knowledge of addiction and mental health issues.
- Must have experience working with Indigenous families and have some knowledge of Indigenous cultures.

- Non-violent Crisis Intervention training is an asset.
- First-Aid training is an asset.
- Mental Health First Aid training is an asset.

Requirements:

- Criminal record check required.
- Minimum Class 5 driver's license and access to a reliable vehicle.
- Must be able to work a flexible schedule including evenings, weekends, and on-call.
- Must be able to occasionally lift up to 18 kg (40 lbs.).

Reporting Relationships:

This position reports to the Tupa's Lodge Program Coordinator, and will work with other Ki-Low-Na Friendship Society staff, community service providers, and government agencies.

Send Resumé (cover letter required) to:

Mail: Ki-Low-Na Friendship Society
Att'n: Tupa's Lodge Worker Position
442 Leon Ave
Kelowna, BC V1Y 6J3

Email: reception@kfs.bc.ca

Fax: (250) 861-5514

We thank all applicants for their interest; however, only individuals selected for interviews will be contacted.