



Healing Haven Support Worker

Winnipeg, MB - Full Time Permanent

Candace House is a first-of-its-kind non-profit supporting victims and survivors of violent crime, located on Inineew, Anishinaabe, Dene, Oji-Cree and Dakota land and in the homeland of the Metis Nation. Our “Healing Haven” opened in October of 2018 and provides a safe and comforting home-like day refuge within one block of the law courts in downtown Winnipeg for those who have lost a loved one through crime and are attending court proceedings. Candace House also offers access to holistic and culturally appropriate resources and referrals, as well as victim support services. We are guided by our core values of Compassion, Integrity, Empowerment, Collaboration, Diversity & Inclusion, Social Justice, and Respect.

As the Healing Haven Support Worker, you will play a critical role in the continued development of this new organization and make a real difference in our community. Joining our flexible and dynamic team of two, you will host and manage relationships with victims and survivors of crime as well as with our donors and the community, and be responsible for day-to-day office and administrative operations.

What You’ll Be Doing:

- You will be the first face that victims and survivors, families, and service partners see when they walk in the door of Candace House.
- Your voice and way of being will make the people we work with feel safe, welcomed, comforted, and supported.
- Your communications and administrative work will ensure that our community and funders feel engaged, informed, and valued, and our management staff confident in your ability to get things done in a trauma-informed and culturally safe way.

What You Can Bring:

- Excellent interpersonal and communication skills, both verbal and written.
- Ability to deal calmly and compassionately with tense situations and sensitive subject matter.
- Computer skills and proficiency in the use of software for design, website management, word processing, and database management.
- Demonstrated awareness and commitment to the strengths and values of diversity, specifically including Indigenous knowledge, the rights of Indigenous people, and traditional practices
- Strong attention to detail with solid administrative and organizational skills.
- Highly motivated and self-directed with ability to work alone efficiently and effectively.

Assets:

- Post-secondary education or diploma in a related field (social work, criminology, justice or another social science) and at least two (2) years experience, or equivalent combination of education and experience.
- Training in Nonviolent Crisis Intervention, Mental Health First Aid, Trauma-Informed Care, or CPR.
- Knowledge of the criminal justice system, victim issues and available community resources.
- Experience in the planning and delivery of fundraising events.
- Valid Driver's license and access to a car.



Conditions of Employment:

- Permanent full time \$18 to \$20 per hour depending on candidate experience.
- Working hours are 30 to 35 hours per week.
- Must be legally entitled to work in Canada.
- Satisfactory Criminal Record Check, Child Abuse Registry Check and Adult Abuse Registry Check.

Benefits:

- Health Spending Account
- Paid Wellness Time
- Mileage Reimbursement (when applicable)
- Paid Professional Development

Applications will be accepted until 12PM, August 31, 2021.

We thank all applicants, but only those chosen for an interview will be contacted

Candace House is committed to achieving employment equity. We strongly encourage applicants to voluntarily self-declare if they are from any of the following groups: Indigenous persons, women, ethnic minorities, LGBT2SQ+, and persons with disabilities.