



## Prince Albert Metis Women's Association JOB ANNOUNCEMENT

**Job Title:** SUPPORT WORKER

**Employment:** Casual based on call-in availability. Day and evening (no guaranteed hours)

**Reporting to:** Program Manager(s), Prince Albert Métis Women's Association

**Position Summary:** PAMWA is seeking dedicated, flexible, and compassionate Casual Support Workers to provide on-call coverage for staff absences across any of our core programs. This role offers an opportunity to work in a variety of service areas including homelessness outreach, housing support, health promotion and harm reduction, youth justice services, school mediation support, and senior wellness programs.

The Casual Support Worker will be contacted for shifts as needed, often with short notice, and must be adaptable to varied client populations and service settings.

### Key responsibilities:

- **Client Support:** Provide respectful, culturally sensitive support to individuals and families in housing, health, youth justice, education, or elder care programs.
- **Service Delivery:** Assist in the execution of program-specific tasks, such as conducting wellness checks, meal preparation/delivery, harm reduction education, outreach support, and activity facilitation.
- **Documentation:** Complete shift notes, incident reports, and client contact records accurately and in a timely manner.
- **Outreach & Engagement:** Participate in mobile outreach, pop-up events, or site-based engagements as needed.
- **Crisis Response:** Respond appropriately to client crises, following established organizational protocols and safety guidelines.
- **Collaboration:** Communicate effectively with program teams and supervisors to ensure continuity of care and quality service.
- **Confidentiality:** Maintain client confidentiality and uphold privacy standards at all times.
- **Transportation (if applicable):** Provide transport for clients (e.g., to appointments or services), if authorized and appropriately licensed.

### QUALIFICATIONS AND REQUIREMENTS:

- High School Diploma or GED. Certificate in Office Administration will be an asset.
- Must possess reliable transportation and a valid driver's license.
- Minimum 1–2 years of experience working in community-based or social service settings
- Working knowledge of office equipment and software (e.g. MS Office, Spreadsheets, etc.)
- Understanding of Métis and Indigenous culture, history, and social issues is an asset.
- Availability on short notice

**SALARY:** \$19.00 - \$22.00 per hour, depending on qualifications and experience

- To apply please send resume and cover letter by July 15th, 2025. Contact: [pamwa@sasktel.net](mailto:pamwa@sasktel.net)