



## BEDFORD HOUSE PART TIME RELIEF COUNSELLOR

### 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 and the individuals involved and education for youth and adults in the community.

### The Program

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

### The Position

The Part Time Relief Counsellor 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 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 Counsellor must have strong communication skills and ability to work in a team setting. Some Post-Secondary Education or equivalent experience. Good verbal and written communication skills; problem solving, 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.

Job Posting Deadline until a suitable candidate is found and only candidates will be contacted.

Please submit cover letter and resume to:  
Kym Jacobs, Residential Manager  
e-mail: [kym.jacobs@cjhs.ca](mailto:kym.jacobs@cjhs.ca)