



Residential Program Worker
Full-time Permanent
70 Hours / Pay Period (bi-weekly)
Rotational Schedule: Days, Evenings, Nights, Weekends
Location – Town of Parry Sound

Employment with the District of Parry Sound Social Services Administration Board offers an opportunity to make a positive contribution to our community. Providing caring human services, we are a forward-thinking organization focused on continuous improvement, employee growth and development, and providing exceptional service. We are dedicated to upholding a respectful and inclusive workplace with PSDSSAB values, supporting our employees, and offering generous compensation, benefits, and pension packages. We also encourage ongoing professional development and a healthy work-life balance.

Located on Hwy 400, approximately two hours north of Toronto, Parry Sound is situated on the shores of Georgian Bay in the UNESCO-designated Georgian Bay Biosphere Reserve. Parry Sound is a vibrant and dynamic community to live, work, and play.

Overview of the Opportunity

Esprit Place Family Resource Centre provides emergency residential support and associated programs and services for women and children fleeing or at risk of violence. **Residential Program Workers** ensure that Esprit Place Family Resource Centre is run safely and effectively **24 hours per day, 7 days per week**. Overnight shifts are awake, working shifts. Pre-crisis and post-crisis support, and guidance are provided to women and children living at Esprit Place Family Resource Centre. **Residential Program Workers** also answer a 24-hour crisis line, ensuring that women in the District of Parry Sound receive emergency crisis intervention 365 days per year. **This position works a rotational schedule of days, evenings, nights, and weekends.**

Required Qualifications Include

- 2-year diploma in a field related to Human Services or an equivalent combination of education, training, and program-related experience. A Personal Support Worker (PSW) with a minimum of 5 years of work experience will be considered.
- Knowledge and understanding of violence against women's issues.
- Strong communication, interpersonal, organizational, and problem-solving skills.
- Demonstrated ability to work independently.
- Knowledge and understanding of all legislation relevant to the position.
- Knowledge of existing community resources.
- Understanding of a feminist approach to informal counselling and support for individuals and groups.
- Demonstrated critical thinking skills and sound judgment in assessing the needs of women.
- Demonstrated household management skills including basic housekeeping, food preparation, and general maintenance.
- Basic level of computer skills required.
- Valid certification in Standard First Aid, and satisfactory Vulnerable Sector Checks required.
- Food Safety Certification.

Principal Responsibilities Include

- Provide informal, supportive guidance to women, in person as well as in response to crisis calls.
- Ensure that the needs of individuals living at Esprit Place Family Resource Centre are addressed, using sound judgment to determine appropriate responses, and actively participate in daily household management and maintenance.
- Complete admission/discharge paperwork and record data pertinent to each shift, including phone calls and direct service.
- Actively participate in daily household management and maintenance.
- Record data pertinent to each shift, including phone calls and direct service.
- Shift work on a rotating basis. Employees are expected to remain awake, alert, and actively engaged throughout their shift to ensure the safety and well-being of individuals.
- Ensure that a safe and secure environment is maintained at all times.

A full copy of the job description, including full qualifications and responsibilities, is available upon request from [**jobs@psdssab.org**](mailto:jobs@psdssab.org)

- Remote work is not available for this position.

We are proud to offer the following to our permanent employees

Comprehensive benefits package (including dental, vision, paid sick time), OMERS Pension with 100% matching contributions, generous vacation entitlement, employee wellness, Employee Assistance Program, and professional development.

Salary Range

\$24.53/hour, as per Collective Agreement.

This position qualifies for Shift Premium for hours worked between 11:00 pm to 7:00 am.

Classification

OPSEU – Counsellor

Status – Full-time Permanent

Please submit a cover letter & resume referencing job ID 25U-19 by August 10, 2025

Attn: Danielle Villeneuve, CHRP, Director of Human Resources, Email: [jobs@psdssab.org**](mailto:jobs@psdssab.org)**

1 Beechwood Drive, Parry Sound, ON P2A 1J2

To view other employment opportunities, visit [www.psdssab.org/employment**](http://www.psdssab.org/employment)**

We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56, and will only be used to determine employment eligibility. Questions about the collection of information may be directed to the Privacy Officer at 705-746-7777 Ext. 5264.

The DSSAB welcomes and encourages candidates from First Nations, Métis, and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. The DSSAB is committed to an inclusive and barrier-free recruitment process and work environment. In accordance with the AODA, if you require accommodations, please contact the HR department. As a designated employer under the French Language Services Act, we are committed to providing clients with access to our programs and services in French. Bilingualism is considered an asset for all positions.

