



# Native Council of PEI

## Job Posting – Shelter Resource Worker

<b>Job Title:</b>	Shelter Resource Worker	<b>Position Type:</b>	Full Time
<b>Location:</b>	Cornwall	<b>Travel Required:</b>	Frequently
<b>Wage:</b>	\$25/hour	<b>Shifts</b>	7am-7pm & 7pm-7am
<b>HR Contact:</b>	<a href="mailto:humanresources@ncpei.com">humanresources@ncpei.com</a>	<b>Date Posted:</b>	March 19, 2026
<b>Website:</b>	<a href="http://ncpei.com/employment/">http://ncpei.com/employment/</a>	<b>Start Date:</b>	Tentative start date of June 2026

### Applications Accepted By:

#### FAX OR EMAIL: RESUME AND COVER LETTER

Attention Human Resources- Subject Line: Shelter Resource Worker

Email- [humanresources@ncpei.com](mailto:humanresources@ncpei.com) Phone: 902-892-5314

### Job Description

#### POSITION SUMMARY:

The Native Council of PEI is opening Geggunas'g House, a shelter supporting Indigenous women and 2-Spirited people (with or without children) who are leaving violent circumstances. The shelter provides wrap-around supports while maintaining a safe, respectful, and culturally supportive environment for residents and staff. The Shelter Resource Worker will provide front-line support to residents using a trauma-informed and non-judgmental approach to care. The Shelter Resource Worker works collaboratively with residents and other service providers to support safety, stability, and connection to community resources including housing, mental health, addictions, and cultural supports.

#### ROLE AND RESPONSIBILITIES

- Ensure the safety and wellbeing of residents, children, and staff throughout the shift.
- Support resident intake processes, including completing intake documentation, conducting safety checks, and ensuring belongings are stored appropriately.
- Conduct regular safety checks of the shelter environment.
- Maintain detailed case notes, incident reports, and daily logs as required.
- Build supportive relationships with residents that promote dignity, autonomy, and healing.
- Provide emotional support and advocacy for residents navigating complex situations.
- Connect residents with community supports including housing, health care, addiction services, counselling, and cultural supports.
- Encourage and support residents in daily living activities and routines.
- Maintain clear and consistent boundaries while supporting a safe and respectful environment.
- Assist with meal preparation, household routines, and maintaining a clean and welcoming shelter space.
- Communicate regularly with the Shelter Manager regarding resident needs, incidents, and operational concerns.
- Participate in team meetings and required training sessions.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Experience working with individuals experiencing domestic violence, homelessness, mental health challenges, or substance use.
- Knowledge of trauma-informed care and violence-informed approaches.
- Understanding of Indigenous culture and communities, or willingness to learn.
- Experience working in a shelter, residential program, or similar frontline support role is considered an asset.
- Strong communication, conflict resolution, and judgement skills.
- Ability to remain calm and respond appropriately in crisis situations.
- Ability to work independently and as part of a team.
- Applied Suicide Intervention Skills (ASIST) certification, Non-Violent Crisis Intervention (NVCI), First Aid and CPR certifications would be considered an asset.
- Successful candidates will be required to complete a Criminal Record Check with Vulnerable Sector Screening.