



Job Description: Recovery Home Support Worker (Student, summer)

Start date: TBD

Qualifications

- Currently enrolled in a diploma or degree program in a mental health or addictions-related field. Horticulture or Master Gardener training with knowledge of Addiction Recovery may be considered.
- Demonstrated commitment to working with individuals experiencing mental health and/or substance use challenges
- Proven ability to develop strong, supportive working relationships with clients and coworkers
- Excellent interpersonal, verbal, and written communication skills
- Experience with group facilitation, program coordination, and administrative tasks
- Ability to obtain Vulnerable Sector Screening (mandatory)
- Possession of a valid driver's license

Organizational Relationship:

Reports to *Manager, Addiction Services*

Job Summary

The House Client Support Worker (Student) will provide daily support to residents at Ancora House and Guest House – Porchlight's two addiction recovery homes. This role focuses on maintaining the day-to-day operations of the home and supporting residents in achieving the goals outlined in their individualized case plans. This includes assisting the residents with life-skills, gardening, making preserves, meal planning. The position may include possible early evening and Saturday Market shifts and offers the opportunity to contribute to meaningful, trauma-informed housing and recovery work.

Specific Duties and Responsibilities:

Resident Support & Case Management

- Provide support to residents in alignment with their case plans
- Support residents in accessing community-based programs and external services
- Assist with life skills development, including relationship building, personal growth, employment readiness, and recreational or social engagement
- Conduct and document regular check-ins, case notes, and progress reports
- Participate in and help facilitate daily and weekly house meetings
- Maintain open communication with the broader staff team regarding client needs and progress

Operations & Program Delivery

- Assist with day-to-day operations, including medication management, menu planning, and general house upkeep
- Distribute personal needs allowances to residents
- Provide oversight of home systems, ensuring cleanliness, order, and safety
- Support the development and delivery of group programming in the women's shelter
- Attend staff and community meetings relevant to the role
- Contribute to the growth and success of the agency's social enterprise
- Assist with food preparation, including making pastries and jams, and help with inventory, tracking, gardening and sales
- Assist with delivery of addiction support groups

Health & Safety

- Adhere to all organizational health and safety policies and procedures
- Report hazards or policy violations to the Executive Director

- Attend required health and safety training sessions
- Participate in the annual review of health and safety protocols

Please send resume and cover letter to Marian Best, Manager, Addiction Services, at marianb@porchlightend.org.