



BEHAVIOURAL HEALTH FOUNDATION

35 avenue de la Digue
St. Norbert, MB R3V 1L6
Phone: (204) 269-3430
Fax: (204) 269-8049

Position	Program Support Worker – Evenings/Weekend/Holidays Coverage
Department/Program	Breezy Point (Women's Program)
Employment type	Part Time, Permanent
Shift / hours	Evenings (3:00 pm–11:00 pm), Weekends (7:00 am–3:00 pm), including statutory holiday coverage as required.
Salary	\$17.81/hour
Posting Date	May 1, 2026
Closing Date	May 17, 2026
Number of Openings	1

ABOUT US

The Behavioural Health Foundation (BHF) is a Therapeutic Community providing long-term bed-based treatment for adults and family units experiencing issues related to substance use and co-occurring mental health concerns. Programming includes individual and group counselling and focuses on wholistic person centered wellness. Adult education, employment development and life skills are key components of supporting residents to move to healthier coping and life choices.

BHF is one of the few programs where adults can enter with their children or reunify with children not in their care while they are in the program. With dedicated childcare and K-6 education on site, the program offers healing opportunities for the whole family. The Indigenous Services at BHF offer Traditional Teachings and Ceremonies to residents and community members. Traditional healing in a trauma informed environment has strengthened many members' success in changing their lives. The Outreach team supports members working to maintain healthy choices as they transition back into their communities.

visit www.bhf.ca to learn more about our program.

JOB SUMMARY

The Program Support Worker is a key member of BHF's integrated Therapeutic Community (TC) team, supporting residents during evenings and weekends. This role focuses on maintaining a safe, structured, and supportive environment through daily supervision, engagement, and reinforcement of community expectations. Working collaboratively within the integrated team model, the Program Support Worker supports residents' participation in programming and contributes to a consistent, recovery-focused community.

One Team • One Plan • Shared Responsibility

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

Resident Support & Daily Engagement

- Build respectful, supportive relationships with residents
- Support daily routines, expectations, and participation in the program
- Provide guidance, encouragement, and direction within the structured TC environment

- Promote engagement in groups, activities, and programming

Therapeutic Community Practice

- Reinforce Therapeutic Community expectations and community standards
- Model appropriate behaviour, communication, and professional boundaries
- Support peer accountability in a safe and respectful manner
- Address concerns early using learning-based and trauma-informed approaches

Monitoring, Safety & Crisis Response

- Monitor resident activities, behaviour, and overall program environment
- Respond to incidents, emergencies, and changes in resident presentation as required
- Support crisis intervention and emergency response protocols
- Ensure safety, security, cleanliness, and adherence to program rules and legal conditions

Documentation & Communication

- Complete progress notes and incident reports based on observations and interactions
- Share relevant information during shift changes to support continuity of care
- Communicate concerns and observations with appropriate team members

Team Collaboration

- Work collaboratively within BHF's integrated team model
- Share observations that support consistency and informed decision-making
- Actively contribute to a respectful, structured, and supportive workplace culture

Cultural Awareness & Inclusion

- Provide services in a respectful, inclusive, and culturally responsive manner
- Demonstrate awareness of Indigenous culture, perspectives, and traditions

QUALITIES AND QUALIFICATIONS

Education & Experience

- Completion of Grade 12 or equivalent
- Experience in a residential, community, or support setting is preferred
- Experience working with individuals with substance use and/or mental health challenges is an asset
- Lived experience is considered an asset
- Equivalent combinations of education, training, and experience will be considered

Knowledge & Skills

- Understanding of substance use, recovery, and Therapeutic Community principles
- Strong interpersonal, communication, and observation skills
- Ability to work independently and as part of a team
- Conflict resolution, sound judgment, and problem-solving skills
- Basic documentation and computer skills

CONDITIONS OF EMPLOYMENT:

- Satisfactory Criminal Record Check with vulnerable sector check and child abuse registry check (no older than three months)
- A valid driver's license is an asset.
- Must be legally entitled to work in Canada.
- Mental Health First Aid Certificate is considered an asset.

- Valid First Aid / CPR Certification an asset
- Must be able to work in a fast-paced environment.
- Must demonstrate a strong work ethic and be reliable.
- Maintain strict confidentiality guidelines regarding all clients, conversations, and referrals.

HOW TO APPLY

Applicants can express their interest by submitting a cover letter along with their resume and salary expectations to at hollyk@bhf.ca We thank all applicants, but only those being considered for an interview will be contacted.

Behavioural Health Foundation is an equal opportunity employer that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect. Behavioural Health Foundation welcomes applications from people with disabilities. Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.