

Brentwood Recovery Home

JOB DESCRIPTION

JOB TITLE: Women's Program Support Staff (Part-time)

DATE PREPARED: March 31, 2026

REPORTS TO: Director of Clinical Services

POSTING NUMBER: 05-2026

GENERAL SUMMARY

Under the direction of the Director of Clinical Services and in collaboration with Brentwood's Group Leaders, this position will be responsible for overseeing and maintaining a safe environment for clients, as well as volunteers, and alumni.

All staff are expected to uphold Brentwood's mission, values, policies, professional standards, and commitments to safety, confidentiality, and equity.

POSITION RESPONSIBILITIES AND DUTIES:

- Provide safe, person-centered support and care to residents and individuals living in Transitional Housing
- Support residents with daily routines, structure, and recovery-focused activities
- Observe and monitor resident well-being and report any changes in behavior, mood, or functioning
- Document interactions, observations, and support provided accurately while maintaining confidentiality
- Communicate relevant resident information and concerns to the interdisciplinary team
- Maintain appropriate professional boundaries and work within the scope of the Program Support Staff role
- Follow organizational policies, procedures, and safety protocols
- Identify and report incidents, safety concerns, or risks promptly
- Perform additional duties as required

QUALIFICATIONS

- Peer to Peer Support Certification
- Certification Chemical Dependency certification (CACII) would be an asset
- Strong communication and teamwork skills
- Bilingual in both official languages would be an asset

EMPLOYMENT REQUIREMENTS

- Ability to work variable shifts, including evenings and weekends
- Successful completion of a Police Record Check with Vulnerable Sector Screening

Starting pay range is \$17.75-18.49 hourly, based on the successful applicants qualifications and experience.

How to Apply

Resume's may be submitted directly online or by email to Brentwood HR at rrobinet@brentwoodrecovery.com. Posting is open until end of business on April 15th, 2026. Please reference Posting #05-2026 in the subject line. Only candidates selected for interviews will be contacted.

Brentwood Recovery Home is an equal opportunity employer and strives to establish and maintain an inclusive workplace and believes that the diversity of our workforce is an invaluable asset. We are committed to following recruitment and selection practices that ensure all candidates are given a fair opportunity for employment with Brentwood. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.