**Camrose Women’s Shelter Society (CWSS)** operates a 22 bed facility that offers services in support of women and children requiring emergency shelter due to domestic violence, crisis situations or homelessness.

We are currently recruiting for the following position:

**COMPUTER SYSTEMS and TECHNOLOGY COORDINATOR**

**Classification:** Canada Summer Job Program

**Length of Program:** 8 weeks

**Hours of Work:** 35 hrs/week

**Salary:** $18.00 per hour

**Posted:** Thursday, May 14, 2021

**Closing:** When the position is filled

Required Qualifications

* Is between 18 and 30 years of age at start of employment program
* Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act\**
* Is legally entitled to work according to relevant provincial or territorial legislation/regulations

\**International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents*

* Is enrolled in or has completed studies or degree in Computer Sciences or related field
* Has a strong working knowledge of computer and inventory systems
* Has the ability to collect and organize data
* Has excellent written and oral communication skills

Description

Seeking a creative individual with a strong technological background to organize and develop a comprehensive inventory system plus user manuals for basic instruction/trouble-shooting in each of the following areas:

* Computers/iPads
* Telephones – landlines and cell phones
* Additional Technology – if time permits, this may include Alarm System, Video Monitoring System, photocopier and other office equipment

Responsibilities

* Create a detailed inventory system and user manuals
* Meet/collaborate with supervisor, other Shelter staff or technicians as required to ensure:
  + Inventory details are accurate and complete and easily managed/maintained going forward
  + User manuals are informative and appropriate for each area (ie, basic operating instructions trouble-shooting guidelines, repair log, etc.)

Other Requirements

* Criminal record check and child welfare check are required to start
* Fully understand the Mission and Vision of the Organization
* Maintain confidentiality as expressed in the policies of the Society, recognizing the sensitivity surrounding work conducted in a women’s shelter
* Act in accordance with all policies and practices of the Society at all times
* Maintain positive, courteous and professional demeanor when representing the shelter in the community

In order to best support clients who have experienced trauma, our Shelter maintains a policy of Trauma Informed Practice (TIP). Being “Trauma Informed” means having an awareness of trauma and its impacts, and speaking, acting and existing in ways that are least likely to trigger or further harm those who have experienced trauma. A Trauma Informed stance means applying the “universal caution” or approaching every individual as though they have experienced trauma. This takes the burden of disclosing trauma (which can be triggering or re-traumatizing) off the individual who has experienced it.

The Camrose Women’s Shelter Society follows current Alberta Health Services COVID-19 safety protocols and will provide appropriate and applicable PPE for the candidate. Applicants will not be considered if they have traveled internationally within the past 14 days or if they present with COVID-19 related symptoms.

**Please forward applications to**:

**Email:** admin@camrosewomenshelter.org

**Fax:** 780-679-4999

**Mail:**  Box 1405, Camrose, AB T4V 1X3

We thank all who apply; however only those selected for consideration will be contacted.