

Community Residence & Maintenance Worker Part-Time (32hr/week) - Monday to Friday

Job Summary:

The Community Residence & Maintenance Worker provides integrated residential support and facility maintenance services within CCS Housing Programs, with primary responsibility for *The Village*, a 33-room apartment building serving adults with mental health barriers and youth in transitional housing. The role combines client-focused residential support with building maintenance, safety, and facility coordination, ensuring both resident well-being and safe, well-maintained housing operations.

Qualifications:

Education, Training and Experience:

- Completion of secondary school
- Post-secondary training in Human Services, Social Services, Facility Coordination, or Building Maintenance, or an equivalent combination of education and experience
- Minimum 2 years of relevant experience in residential support, building maintenance, or a combined role
- Standard First Aid and CPR-C certification
- Valid Driver's License with access to a reliable, insured vehicle

Job Skills and Abilities:

- Ability to work independently and as part of an interdisciplinary team
- Demonstrated skills in client support, crisis intervention, and conflict resolution
- Knowledge of factors supporting independent living for adults with mental health challenges and youth transitioning to independence
- Ability to perform minor maintenance and physical tasks (lifting, carrying, climbing ladders)
- Strong organizational, record-keeping, and reporting skills
- Proficiency with basic computer applications (Word, email, spreadsheets, maintenance tracking)
- Ability to communicate professionally with residents, families, contractors, and community partners
- Capacity to work respectfully with diverse populations and maintain professional boundaries

Key Duties and Responsibilities:

Residential & Client Support

1. Participate in resident assessments, goal setting, and Personal Service Plans under the direction of the Housing Coordinator.
2. Support residents with activities of daily living, life skills development, and tenancy skills.
3. Recognize, assess, and respond to emergency or crisis situations, including aggressive behavior, ensuring safety of residents and the public.
4. Assist with case management by identifying concerns, documenting observations, and contributing to resident progress reports.
5. Maintain accurate logbooks, incident reports, statistics, and daily activity records.
6. Respond to housing inquiries and provide appropriate referrals and troubleshooting.
7. Performs light housekeeping duties such as vacuuming, sweeping, mopping, dusting, emptying garbage, and wiping down surfaces.

Facility & Maintenance Operations

1. Monitor, inspect, and maintain building safety, security, and operational systems.
2. Implement and track the building maintenance and preventative maintenance plan.
3. Perform minor repairs (painting, plumbing fixtures, door adjustments, general upkeep).
4. Coordinate and monitor contractors for major repairs and maintenance work.
5. Ensure proper functioning of HVAC, plumbing, electrical, and related building systems. Notify supervisor if repair is needed.
6. Maintain clean, safe, and accessible public and common areas.
7. Ensure compliance with WorkSafeBC and safety standards.
8. Respond to after-hours maintenance or facility emergencies as required.
9. Complete all mandatory learning requirements.
10. Performs other related duties as required.

General:

- Wage rate as per BCGEU Collective Agreement, Integrated Residence Worker & Building Maintenance Worker - Grid 10 - \$25.95 per hour (Under Review) plus health and dental benefits.
- This position requires Union membership.
- This position is open to all persons.
- This position requires successful completion of a criminal record check.
- This position reports to the Housing Coordinator
- This position is under the Housing department.

Please mention the name of the job position you are applying for in your cover letter.

NO phone calls. Only short-listed applicants will be contacted.

To apply for this position, please go to our website: <https://www.comserv.bc.ca/careers/>

Note: Internal staff, please apply through the WFN Career Centre.

Closing Date: March 11, 2026