Competition No.:	**2026-061**
Position:	**Transitional Helper**
Classification:	**TH1 Pay Scale: $36,540.00 - $57,093.75**
Conditions:	• Full Time Permanent (Unionized) • Day/Evening/Overnight shifts, including weekends • An Eligibility List may be established for future openings • Preference will be given to internal candidates
Department:	**Post Majority Unit – Transitional Housing Program**
Location:	**Winnipeg location**
Closing Date:	**Open until filled**
How to apply:	**Email: apply@secfs.ca Fax: 204-594-0499**

Southeast Child & Family Services is seeking dependable, compassionate, and supportive individuals to join our Transitional Housing Program.

Reporting to the Transitional Housing Coordinator, Transitional Helpers provide daily supervision and practical support to youth and young adults living in a residential setting. The position focuses on maintaining a safe, respectful, and welcoming home environment while helping residents build independence and everyday living skills.

The program operates 24 hours a day, 7 days a week, with rotating shifts to meet operational needs.

RESPONSIBILITIES & DUTIES:

- Provide day-to-day supervision and support to youth and young adults living in transitional housing.
- Help residents with everyday activities such as cooking, cleaning, laundry, budgeting, and household routines.
- Encourage residents to develop independent living skills.
- Support residents in following house rules, routines, and expectations.
- Assist with appointments, transportation, recreational activities, and cultural programming.
- Complete routine safety checks and help maintain a safe and organized home.
- Keep accurate daily logs, shift notes, and incident reports when required.
- Maintain professional boundaries, document relevant incidents, and report concerns or important updates to the appropriate staff or management.
- Respond to emergencies by following established procedures and contacting management or emergency services when required.
- Work cooperatively with team members to provide a positive and supportive environment.
- Other duties as assigned.

QUALIFICATIONS:

- Grade 12 education or an equivalent combination of education and relevant experience.
- Experience working with youth, families, or in community or residential support is an asset.
- Understanding and respect for Indigenous cultures, values, and traditions.
- Good communication and interpersonal skills.
- Ability to remain calm and professional in challenging situations.
- Ability to follow established procedures and work independently or as part of a team.
- Basic computer skills, including email and Microsoft Word.
- Valid driver's license and access to a reliable vehicle.
- Must be able to obtain satisfactory Criminal Record, Child Abuse Registry, and Prior Contact Checks.
- First Aid, CPR, or related training is an asset.

We encourage applicants with transferable skills, lived experience, and a willingness to learn to apply. Previous experience in child and family services is not required.

Preference will be given to Southeast members and Indigenous candidates (First Nations, Métis, or Inuit) meeting the position requirements. **All Indigenous applicants are asked to self-declare within their cover letter.** We thank all applicants; however, only those candidates selected for an interview will be contacted.

We offer competitive wages and an exceptional benefits package.

Berens River First Nation - Black River First Nation - Bloodvein First Nation – Brokenhead Ojibway Nation
Hollow Water First Nation - Little Grand Rapids First Nation - Pauingassi First Nation - Poplar River First Nation