

**Regina Anti-Poverty Ministry (RAPM)**  
**Anti-Poverty Support Worker Job Description**  
**March 2026**

The Regina Anti-Poverty Ministry (RAPM) is a social justice ministry of Living Skies Region of The United Church of Canada. RAPM conducts its work in three areas:

- 1) Casework advocacy, to ensure that low-income people are being treated fairly and receiving the benefits that they are entitled to;
- 2) Public education on poverty issues; and
- 3) Social justice that involves working with low-income people and other community partners to promote anti-poverty policies aimed at alleviating and ultimately ending poverty in Saskatchewan.

The Anti-Poverty Support Worker will work under the direction of our Minister/Advocate Peter Gilmer and under the supervision of our Ministry and Personnel committee to help us conduct our mandate in these areas. Work may be required outside regular office hours.

**Essential Job Functions**

1. Casework Advocacy (approximately 70% of work time)
  - 1.1. Conduct interviews, mediations, appeals (training will be provided);
  - 1.2. Maintaining accessibility and confidentiality for clients.
2. Office Administration (approximately 30% of work time)
  - 2.1. Administrative duties including phone reception and intake and responding to clients regarding various inquiries;
  - 2.2. Update social media, including posting text, images or videos; responding to queries and comments; other duties as required;
  - 2.3. Complete filing, data input, and document drafting, etc.;
  - 2.4. Attend regular staff, board and committee meetings as needed;

**Educational Requirements:** BSW or BHJ, or a combination of post-secondary education and life experience

**Hours:** The average hours of work are 20 hours/week Monday to Thursday, and occasional evening and weekend hours as needed. The expectation is that the employee works mornings in the office 4-5 hours. During the Minister/Advocate's vacation leave (July) and study leave (3 weeks usually not taken concurrently), the employee will work full days, Monday to Thursday.

**Wages:** \$24/hour plus vacation/stat holiday pay

**Benefits:** All benefits offered by Saskatchewan Labour Standards plus enrollment in the United Church of Canada Group Benefit and Pension Plan after 3 months employment.

Send resume, cover letter and 3 references to [rapmoffice@gmail.com](mailto:rapmoffice@gmail.com)

Deadline for applications: March 25, 2026