

Posting Date: January 04, 2019
Closing Date: January 25, 2019
Starting Date: As soon as possible

Position Title: **Supportive Housing Coordinator**

Classification: **Program Coordinator 1 Grid Level 12A**

Reports To: **Housing Manager**

Hours of Work: Permanent Full-Time. 35 hours/week. Flexible hours, including possible evenings and weekends.

Summary: The Supportive Housing Coordinator will work with homeowners/developers, other non-profits, as well as people in need of housing to create and provide housing solutions. This is an established program.

Key Duties and Responsibilities:

1. Assess clients' suitability to the program and clients' needs and connect individuals and families with housing.
2. Provide housed clients with problem-solving support during occupancy, identifying and assessing support services and referrals needed on a case-by-case basis.
3. Connect clients with community-based support services that address their immediate and intermediate needs.
4. Recognize potential crisis situations as well as analyze and develop response strategies to such situations.
5. Engage with Landlords/Developers to secure and increase housing options.
6. Build and maintain relationships with Landlords/Developers and liaise with all stakeholders to ensure ongoing support of housed clients is maintained.
7. Promote the housing program.
8. Work co-operatively as part of a team, participating and/or leading in regular program and staff meetings, planning events and other related activities.

9. Supervise, train and assist volunteers in the program.
10. Perform other related duties as assigned

Qualifications:

- A minimum of 2 years of experience in direct program delivery, preferably in the community social services sector.
- Must have excellent interpersonal skills.
- Prefer diploma in social services related field.
- Knowledge of mental health, addictions, as well as issues related to poverty and landlord/tenants.
- Experience working with at-risk or homeless individuals and families.
- Demonstrated sensitivity and responsiveness to cultural differences and commitment to the value of cultural competency.
- Ability to communicate effectively both orally and in writing with staff, volunteers, and community organizations.
- Prefer knowledge of Landlord and Tenant Legislation in British Columbia.
- Knowledge of current housing market and trends, vacancy rates, and rental prices.
- Ability to work as a team player.
- Good organization and administrative skills.
- Effective problem solving.
- Ability to multi task and work comfortably under tight dead-lines.
- Demonstrated experience in training, managing and effectively motivating volunteers.
- Satisfactory completion of a Criminal Records Search is a requirement.
- Use of a vehicle and valid BC Drivers' License is a requirement.

We offer competitive wages, and excellent benefits including pension plan. This is a union position in a supportive workplace that encourages personal development.

Please submit letter of intent and resume to:

Human Resources
Email: hr@chimoservices.com