

Internal/External Job Posting

Position: Interim Housing Community Worker
Accountability: Apartment Manager
Hours of Work: 37.5 hours per week (Must work a combination of 2 days, 3 afternoons and one Saturday a month with flexibility as per client needs)
Rate of Pay: \$22.00- \$22.68
Location: Oshawa
Start Date: April

SUMMARY OF DUTIES:

The incumbent develops, coordinates and facilitates supports and related professional casework, advocacy and referral services for residents of 55 McGrigor St and community clients in a safe, supportive manner.

1. Provide assistance to tenants in areas that will enable them to maintain housing and have a successful tenancy (budget management, life skills, conflict resolution, problem solving etc.).
2. Responsible for maintaining maximum occupancy in the Interim Housing Program
3. Provide on-going support to residents of Interim Housing Program and Supportive Housing, individually and in groups by providing client assessment, case coordination and referrals to outside agencies.
4. Assist women to take practical steps to address their self identified priorities and to establish a network of supports.
5. Provide assistance to members of the community who are seeking support and fall within the mandate of hard to house and at risk clientele.
6. Coordinate activities for the residents (Good Neighbour Award, Annual BBQ, Cooking Group, etc.)
7. Maintain and report monthly statistics, prepare written, narrative and/or statistical reports as required.
8. Accompany clients, if required to view prospective accommodations and complete rental applications as needed
9. Responsible for determining program fees and processing monthly payments.
10. Assists residents with daily, weekly and monthly tasks, i.e. paying phone bills, setting up bank accounts, doctors appointments etc.
11. Responds in a positive manner to all relevant inquiries from residents, potential residents, outside contacts, staff etc.
12. Liaise with the community to promote and maintain cross-sectoral relationships.
13. Promote public awareness and foster understanding of the organization and its purpose and philosophy, as well as issues surrounding homelessness etc.
14. Attend all staff meetings and training sessions as assigned and participate in YWCA committees as appropriate/requested.
15. Perform any other duties that may be assigned for the efficient and effective operation of the YWCA Durham.
16. Perform all duties in keeping with the philosophical framework set out in the Mission Statement, values and objectives of the YWCA Durham.

QUALIFICATIONS:

1. Possess a Diploma or Degree in social services, counselling, health services or a related field.
2. 3 years direct experience working with homeless and hard to house individuals.
3. Previous experience in crisis intervention techniques.
4. Thorough knowledge of casework, counselling and advocacy principles and application.
5. Thorough knowledge of community agencies and resources.
6. Thorough knowledge and understanding of mental illness and challenges working with hard to house individuals.
7. Able to collect, analyze and report statistical data as required.
8. Able to write clear and concise reports.
9. Ability to work independently and as part of the housing staff team.
10. Understand and respect the confidentiality of the YWCA, partner agencies, and program participants.
11. Excellent organizational, time management, problem-solving and decision-making skills are essential.
12. Demonstrate assertiveness, poise, tact and patience to deal productively with complex and sensitive issues.
13. Must have a valid driver's license and reliable transportation.
14. Current C.P.R. and First Aid training is an asset.
15. Second language is an asset.

Submit Letter of Interest and Resume by: March 23rd, 2022
(quote job title) Wendy Leeder, Co Executive Director
E-mail to: wl@ywcadurham.org

We invite all qualified applicants from within the Bargaining Unit to apply.

The YWCA of Durham seeks to be an equal opportunity employer. We encourage applications from women of all race; colour; ethnic origin; religion; ability and sexual orientation.