

Pathways to Housing Program Edmonton



10742-95 Street
Edmonton, AB
T5H 2C9
Tel (780) 497-7146

Position Description: Housing Coordinator

Summary Profile

Boyle McCauley Health Centre's Pathways to Housing Program in Edmonton ends homelessness for people who suffer from serious, persistent mental illness (such as schizophrenia and bi-polar disorder), usually co-occurring with addictions and medical and social issues, by:

- providing access to permanent independent housing without requiring treatment or sobriety as a precondition for housing; and
- providing outreach community support and treatment with a philosophy that is founded in the principles of consumer choice and harm reduction, using both evidence-based best practices and innovative approaches.

As our Housing Coordinator, you will take the lead on work to assist Clients to access and maintain housing, a key component of the comprehensive support services offered by the Program.

Your Duties

1. Coordinate our housing work by identifying and tracking tasks to be done, overseeing the distribution of tasks between housing staff, and reporting to the Team Leader and Program Director on the completion of those tasks.
2. Work with the entire team to build supportive working relationships with clients to assist them to move into and set up their homes including viewings, lease signings, set up of the home, and orienting Clients to their apartments and neighbourhoods.
3. Orientate landlords to our program and develop solid working relationships with landlords in order to facilitate good relations between the client and the landlord and to ensure positive problem-solving/conflict resolution should problems occur. Available to landlords and responsive to any concerns that arise.
4. Arrange for and directly assist clients to maintain their homes or to move, such as cleaning, repairs, pest treatment/preparation for treatment, etc.
5. Participate in housing-related, team and BMHC trainings and meetings, and enter and maintain electronic records as required.
6. Perform other duties as assigned to assist in the Program's capacity to provide services, which may include such things as office administrative tasks, answering phones, providing transportation to clients, attending home visits with Clients, etc.

Note: Your work will be primarily focused on tasks related to securing and maintaining housing, but you will need to be aware of and understand the treatment and recovery plans for each client to ensure consistency in service delivery, participate in clinical team meetings regularly, and record relevant information in our database so that is passed along the rest of the team.

This is a high-paced work environment; you will be responsible for many different tasks, must be flexible to rapidly meet changing needs, and must have good organization skills to manage a variety of tasks every day.

This is a permanent, full-time position. Your regular hours of work will be 8:30am-4:30pm, Monday to Friday. However, flexibility around actual work hours is required.

Salary Range: \$42,477 to \$54,174 per year (\$21.77 to \$27.78 per hour) based on qualifications and experience. Comprehensive benefits package.

Qualifications

- At least three years' experience in a fast-paced work environment with responsibility to organize, coordinate and perform many different tasks, and flexibility to rapidly meet changing needs of a variety of stakeholders
- One or more of the following:
 - Knowledge of landlords, housing options and related vendors in Edmonton
 - Experience in working with people who have mental illness, addictions, a history of homelessness and/or a history of trauma
 - Knowledge of the principles of Housing First and Harm Reduction
 - Experience with culturally appropriate approaches for Indigenous people and people from other cultures
- Proven record of being well-organized, detail-oriented and efficient, and successful experience in teamwork.
- Responsible, punctual, good communication skills/literacy (written, oral, computer) and a continuous learner.
- Physical capacity to perform the duties of the position including such things as stairs, cleaning and some moving of furniture/household supplies.
- Valid driver's license (not a GDL) with a good driving record and use of personal, reliable vehicle are a must for this position as much of your work will be in the community.

Please note the following will be required for this position: Police Record Check with Vulnerable Sector Check; Child Welfare Intervention Check; valid Class 5 Driver's License and appropriate vehicle insurance; and Standard First Aid and CPR.

Please note that BMHC has a Mandatory Covid-19 Vaccine Policy; proof of full immunization against Covid-19 with a Health Canada approved vaccine is required before your start date.

Applications must include a cover letter (outlining your interest in the position, and confirming the required driver's license and vehicle) and a detailed resume, and must be received via email only by January 10th, 2022 to:

Wendy Bouwman Oake, Program Director - Pathways to Housing Program
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