

MI'KMAW NATIVE FRIENDSHIP CENTRE



Employment Opportunity: Housing Support Worker

Location: Halifax, NS

Salary Range: \$40,000/year

Employment Term: Contract November 2020-March 31, 2022 (possibility of renewal), Full time hours (35 hours/ week, may require some weekend and evenings)

Reports To: Housing Coordinator

General Description:

The Mi'kmaq Native Friendship Centre is centrally located in the urban Indigenous community of Halifax and is looking for **One (1) Housing Support Worker (HSW)**. This position is responsible for helping clients attain and maintain safe and secure housing. The clients supported by the HSW may experience a variety of barriers when trying to access housing and other services including physical health, mental health, and substance use challenges and varying levels of ability and life skills. The Housing support worker must support clients with a client-centered, anti-oppressive, decolonized, and trauma informed lens with an emphasis on harm reduction practice.

Key Accountabilities

- Ensure the program delivery is congruent with the Mi'kmaq Native Friendship Centre's mission, vision and philosophy
- Develop with the individual a recovery plan that is strength based and grounded in the principles of Housing First and Harm Reduction, and monitor individual progress towards their goals
- Utilize and maintain the Mi'kmaq Native Friendship Centre's (MNFC) database and input client information using HIFIS.
- Submit new client to and update the By-Name-List
- Assist clients with viewing potential housing and completing applications when required
- Attend all lease signings with clients
- Advocate for client's rights at an individual and broader systemic level
- Support individuals and families to navigate appropriate systems related to obtaining and maintaining housing.
- Provide intake, assessment, referrals, assistance in accessing resources, crisis intervention, eviction prevention and outreach mediation for clients
- Connect clients to community resources, supports and meaningful activities as required
- Ensure clients are fully informed of all programs of the MNFC
- Working in partnership with both private and non-profit sector of the housing market to ensure appropriate placement of clients
- Maintain accurate, comprehensive documentation regarding all interactions with clients. Documentation must be in accordance with agency standards and adhere to funder requirements.
- Participate in agency responsibilities including but not limited to; morning meetings, representing the agency at community meetings (including attending weekly Case Conference meetings), safety and monitoring. Partnership responsibilities include

- intake, partnership meetings, case conference, training and committees.
- Liaise and develop relationships with landlords and property managers
- Maintain confidentiality, privacy and clear boundaries
- Compile statistics and data that will assist with the outcomes and evaluation of this housing initiative
- Commit to the development of the MNFC and participate in internal committees, projects and activities
- Assist in program and service development to ensure that quality, effective and client-centred programs and services are delivered
- Work collaboratively with all team members and partnering agencies to achieve desired excellent service and outcomes
- Transport clients to medical appointments and housing related meetings
- Adhere to all policies governing the Mi'kmaw Native Friendship Centre

Qualifications and Experience Required for the Position:

- Diploma / certification in community social services; or education in mental health, addictions, concurrent disorders/ co-occurring disorders and social work.
- One year of recent, related work experience Or an equivalent combination of education, training and experience
- Comprehensive understanding of Indigenous, women's, trans gendered issues, poverty, homelessness and their root causes
- Demonstrated understanding of Housing First and Harm Reduction principles and approach
- Comprehensive knowledge of community resources, programs, services including ESIA, local/ provincial housing, subsidy programs and residential tenancy rights and regulations
- Excellent verbal and written communication and interpersonal skills
- Reliable means of transportation (must own a working vehicle)
- Provide a copy of a valid class 5 driver's license, recent drivers abstract
- Provide proof of motor vehicle insurance with 2 million in liability insurance
- Experience using Microsoft Office (word, excel, outlook, access, power point)
- Core Competency Training: Mental Health First Aid, ASIST and NVC
- Required Vulnerable Sector Check & Child Abuse Registrar must be provided prior to start of position
- **MUST BE OF ABORIGINAL ANCESTRY TO BE CONSIDERED**

Application Deadline: October 29 @ 12 noon

Submit Resume and Cover Letter to: hr@mymnfc.com with Subject: "Housing Support Worker Application"

We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Mi'kmaw Native Friendship Centre (MNFC) reserves the right to refuse all applications for employment. The MNFC will not assume any expenses related to this or any job application process included and not limited to travel, relocation, and application development.

Only those applicants who are screened in for an interview will be contacted.