

Internal/External Permanent Posting

My Sister's Place -Positive Housing Coordinator (PC 1)

Position Title: My Sister's Place – Positive Housing Coordinator PC1 (New)	Agency: Prince George & District Elizabeth Fry Society
Department: My Sister's Place - Nancy Shorter, Manager	Employee Group: BCGEU- this position requires union membership
Current Location: 2855 14 th Ave. and 2811 – 14 th Ave. My Sister's Place -Prince George, BC	Salary Range Steps: Grid Level: 12, (BCGEU Collective Agreement)
Current Hours per week: 35 hours	Position Status: Permanent Full Time, with benefits
Current Shift Schedule: Varied shifts – Monday to Friday 7 hours per day between the hours of 10:00 am and 8:00 pm with a 30 minute meal break (TBD). Some weekends and evenings as scheduled in advance, are required.	Anticipated Start Date: Immediately -ASAP

NATURE OF POSITION:

The Positive Housing Coordinator works with participants and tenants who have experienced violence/domestic abuse and will provide emotional support, develop skills and access resources to increase their capacity to be successful and satisfied in the living, working, learning, and/or social environments of their choice. The Positive Housing Coordinator provides these services directly (1-1) or facilitates groups and co-ordinates access to services available on the site and in the community. The position establishes positive working relationships with a diverse participant/tenant population that have experienced violence and come from various socioeconomic backgrounds. The primary role is to support participants/tenants with overcoming challenges in order to maintain successful housing participation/tenancy. The role also works with various internal teams and external community partners to resolve potential issues, coordinate opportunities, and facilitate changes that increase the chances of successful and positive participation/ tenancies.

EDUCATION & EXPERIENCE:

- Completion of a diploma or certification program in community social service, health care delivery, community mental health, or other relevant discipline.
- Two years' experience in directly supporting diverse populations that face multiple barriers to successful housing.
- Or an equivalent combination of education, training and experience acceptable to the employer.
- Criminal record check required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Sound knowledge of current social issues such as poverty, homelessness, mental illness, addictions, domestic violence, child protection, etc.
- Sound knowledge of community resources and methods of access;
- Sound knowledge of BC Housing and social housing programs, and their role in the social service system;
- Working knowledge of the Residential Tenancy Act and applicable Health and Safety regulations;
- Ability to learn and understand BC Housing programs, policies, and operational structure
- Ability to apply a high degree of discretion in establishing supportive, trusting relationships with participants/tenants while respecting the role and obligations of property management staff according to the Program guidelines or the Residential Tenancy Act;
- Ability to build relationships with clients;
- Ability to assist groups to develop and co-ordinate community activities and programs;
- Ability to build and maintain professional, confidential relationships with complex individuals;
- Ability to work effectively across organizational departments and in a team and partnership context;
- Strong analytical, problem-solving, and time management skills
- Strong awareness of cultural diversity
- Strong skills in crisis intervention, mediation and conflict resolution;

- Strong ability to maintain confidentiality and demonstrate a high degree of professional boundaries.
- Ability to articulate a feminist analysis of violence against women
- Strong skillset to provide individual and group support to individual women and families
- Ability to work with diverse clientele and provide non-judgemental support
- Flexibility
- Must have a well-developed analysis of the impact of colonization and assimilation and the resulting impact on Indigenous women and girls
- Solid knowledge around the effects of trauma and systemic pressures that marginalize at risk families
- Excellent oral and written communication skills; complete statistical reports and maintain up-to-date client files
- Proficiency in MS Office applications (Word, Excel, PowerPoint) and basic computer systems
- Valid Class 5 BC driver's license

ADDITIONAL REQUISITES

- A valid/current Standard First Aid certificate is required.
- Valid Class 5 Driver's license with a clear driver's abstract and access to a reliable vehicle
- Current WHIMIS
- Current Food Safe certification
- Current Naloxone Training
- Please note that as a condition of employment, the successful applicant must complete a Vulnerable Sector Screening and Police Criminal Reference Check.

- **Full Job Description is available, contact mandy@pgefry.bc.ca**

To put forward your interest, send an email to nancy@pgefry.bc.ca with your resume and cover letter. Please specify the position title in subject line and ensure your cover letter clearly states:

- 1. Your experience working with women in order to support positive and ongoing housing.**
- 2. Why you would be a good fit as the Positive Housing Coordinator at My Sister's Place.**

Reply to:
Nancy Shorter, Program Manager
Email: nancy@pgefry.bc.ca
Or mail to/drop off at:
1575 5th Ave. Prince George, BC V2L3L9

Date Posted: June 20, 2022

Closing Date: June 27, 2022

Closing Time: 3:00 PM

Each applicant is responsible for ensuring that the Society receives their application by the indicated time on the closing date. Any application received past this time will be considered late. Candidacy of late applicants will be considered in conjunction with external applications or with any applicable provisions of the collective agreement.

We thank all candidates in advance for their interest. We regret that only those selected for an interview will be contacted.