



Sacred Wolf Friendship Centre

145A-8950 Granville Street

PO Box 2041

Port Hardy, BC V0N2P0

Phone: 250.902.0552

Fax: 250.949.7907

Employment Opportunity: Permanent part-time

Position: Housing First Coordinator

Hours: 15hr/week

Salary: \$20 per hr

Start date: Immediately

Job Summary

The Housing Coordinator, under the direction of the Program Director, supports clients in accessing housing, or being re-housed, as well as items necessary for the clients' homes. Outreach workers also assist clients in connecting to their local community, including identifying community resources and free community events that develop a sense of community belonging.

Responsibilities:

- Assist clients with finding and securing adequate housing
- Act as an advocate for client groups within the community
- Develop positive relationships with landlords in order to help facilitate rapid placement of clients who are homeless or difficult to house.
- Collaborate with members of an interdisciplinary team to plan, implement, coordinate, and evaluate client needs as they relate to housing stability.
- Provide education to clients and landlords on Tenant/Landlord Rights and Responsibilities
- Perform responsibilities of the position within the legislative and regulatory standards set out in the applicable federal, provincial, and municipal legislation
- Prepare and submit accurate reports and records

Qualifications

- Experience or education in a field appropriate to the position
- Ready to Rent Certification is an asset.
- Clean vulnerable sector check
- Ability to deal pleasantly and effectively with a wide range of people of different ages and cultures, in potentially volatile and emotionally charged situations
- Ability to maintain positive professional boundaries without imposing personal judgments and expectations on families and clients
- Ability to effectively communicate both verbally and in writing
- Valid first aid or CPR certification

Submit Resume and cover letter to:

Tracy Hamilton
Programs Director
pdswhc@telus.net