

Job Posting

☐ Internal

☒ External/Internal

Job Title:

Housing Assistance Worker

Posting No:

JH 392

Job Location: Campbell River

Note: This position includes a comprehensive 100% employer-paid benefit package, enrolment in our defined-benefit pension, the Municipal Pension Plan, and three weeks of paid vacation.

Duties and Qualifications: See job description at the end of this document.

Salary Rate: \$29.85 (Step 1) - \$34.26 (Step 4), JJEP Grid 13, Step 1*

Schedule: To be determined with Manager

Hours per week: 30

Closing date: May 17, 2023, at 4:30 pm. If the position is not filled by this date, it will remain open until filled.

Apply to (cover letter, resume, and 3 references):

Alisha McLain

Email:

employment@jhsni.bc.ca

Fax:

250-286-3650

Mail:

140 10th Avenue, Campbell River BC V9W 4E3

This position is open to applicants of all genders.

This position requires proof of COVID-19 vaccination.

This position requires union membership and the completion of two criminal record checks.

The John Howard Society of North Island is an employment equity employer.

*All JJEP/Paraprofessional positions are subject to wage grid levels. Positions begin at Step 1 and are increased to Steps 2 through 4 based on number of hours worked.

Job Description

<i>Job Title:</i>	Housing Assistance Worker
<i>Work Site:</i>	Campbell River
<i>Program:</i>	Housing Assistance Program
<i>JJEP Benchmark:</i>	Unique
<i>Grid Level:</i>	JJEP 13(653 points)
<i>Reports to:</i>	Program Manager
<i>Prepared Date:</i>	December 18, 2015
<i>Approved by:</i>	Executive Director
<i>Approved Date:</i>	February 1, 2016
<i>Revised & approved by Executive Director:</i>	July 31, 2017
<i>Reviewed:</i>	June 22, 2022

Summary:

Identifies client problems, needs and risks. Assesses client's eligibility for rental supplements and oversees payment of supplements where appropriate. Develops and implements short-term, issue-specific intervention plans within Housing Assistance Program guidelines. Plans and conducts individual and/or group counselling sessions using basic counselling techniques. Provides skill building in problem areas.

Key Duties and Responsibilities

To perform the job successfully the Housing Assistance Worker must be able to perform consistently each essential duty satisfactorily. Other related duties may be assigned.

- Determines whether clients are eligible for rent supplements, prepares the documentation to support the payment of rent supplements, and completes requisitions for the issuing of rent supplement payments.
- Gathers information relevant to the client's problems, needs and risks by interviewing, observing behaviour, meeting with caregivers and service providers and using a variety of inventories, checklists and questionnaires. Reviews the information gathered to identify problems, needs and risks.
- Develops and implements short-term, issue-specific intervention plans within program guidelines in consultation with program manager.

- Plans, prepares and conducts group or individual counselling sessions using techniques such as active listening, conflict resolution, basic group counselling and basic psycho-educational group methods to resolve the identified problems, needs and risks.
- Provides skill building in areas such as life skills, self-management techniques and tenancy skills.
- Evaluates the effectiveness of the intervention plan, reports on clients' progress, and discusses related concerns with the program manager in order to resolve identified problems and move towards defined objectives.
- Outlines services provided by the program and/or organization. Provides information on and referral to other community service providers, resources and professionals as required.
- Maintains related records and statistics and provides reports to the program manager as required.
- Liaises with and/or promotes the interests of clients with other community service providers, professionals and school personnel as required. Accompanies clients to meetings and appointments as required.
- Performs other related duties as required.

Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform each essential duty satisfactorily.

Education and Experience

- Bachelor's Degree in related human/social service field
- A minimum of one years recent related experience which should include:
 - Experience with life skills/job skills programming an asset
 - Understanding of addiction and other abuse issues and current treatment models
 - Solid understanding of human services ethics with regard to confidentiality and appropriate boundaries.
 - Ability to maintain a calm professional approach in crisis situations
 - Demonstrated ability working constructively and cooperatively in a team setting
 - Excellent communication and interpersonal skills
 - Knowledge and experience with case recording practices
- Or an equivalent combination of education, training and experience

Other Skills and Abilities

Housing Assistance Worker must:

- Demonstrate a cultural sensitivity and understanding of the client population's socio-economic characteristics
- Have the ability to form mutually respectful partnerships with youth, their families and landlords.
- Have the ability to work with any client that is referred.
- Have the ability to work with values and behaviours that are very different from those of the employee.
- Ensure that personal values and beliefs are not insinuated, promoted, or imposed on the clients.
- Have a positive conviction about the capacity of people to grow and change.
- Have the ability to work in partnership with other team members, including referring authorities
- Have the ability to recognize persons with special needs and make appropriate referrals
- Have basic computer and internet skills
- Have understanding of Homelessness issues.

Other Job Requirements

- Driving is required to attend meetings and to enable contact with clients at home or in the community. The worker must have a valid driver's licence and access to safe, reliable transportation, and must obtain appropriate insurance as per Society policy.
- Two completed, acceptable criminal record checks, one from the Criminal Records Review and one from the RCMP
- Occupational First Aid, Level 1.
- The Housing Assistance Worker will follow the Code of Ethics and the Mission Statement of the John Howard Society of North Island. The Housing Assistance Worker will also abide by the relevant rules and regulations and guidelines set out by BC Housing.

Diversity

JHSNI welcomes applications from all qualified applicants including but not limited by those of any gender, race, orientation, or disability. Multilingual skills and multicultural competence are assets.