

## Job Posting

Internal

External/Internal

**Job Title:**

# Housing Assistance Outreach Worker

**Posting No:**

## JH 499

**Job Location:** Campbell River

**Note:** This position includes a comprehensive 100% employer-paid benefit package, enrollment 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:** \$25.95 (Step 1) - \$29.76 (Step 4), JJEP Grid 10, Step 1\*

**Schedule:** To be determined with manager.

**Hours per week:** 35

**Closing date:** October 30, 2024, 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):**

Human Resources

**Email:**

Employment@jhsni.bc.ca

**Fax:**

250-286-3650

**Mail:**

140 10<sup>th</sup> 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 Outreach Worker
<i>Work sites:</i>	Campbell River
<i>Program:</i>	Housing Assistance Program
<i>Benchmark:</i>	Community Support Worker
<i>Grid Level:</i>	10
<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 and Approved by ED:</i>	
<i>Reviewed:</i>	August 21, 2021

### Summary

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The Housing Assistance Outreach Worker assists clients to secure and maintain housing to live independently with their physical, economic, vocational recreational, social, emotional, and daily life skills development. The worker also assists clients to achieve the greatest degree of independence and quality of life possible.

### Essential Duties and Responsibilities

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

- Participates in assessment, goal setting and program planning such as Personal Service Plans for individuals struggling with homelessness. Documents and implements the plan. Provides input into the evaluation of the program.
- Evaluates client needs and develops short term plans to meet such needs with the active participation of clients and their families.
- Assists clients to function more independently in their own homes and in the community. Assists clients with daily life skills, social skills and/or behaviour management. Teaches and assists clients with activities such as grooming, basic cooking, money management, shopping, household safety, pet care. Facilitates physical, recreational, educational, social, and vocational activities.

- Recognizes, analyzes and deals with potential emergency situations such as clients' aggressive behaviour to minimize potential harm to the clients and/or the public. Reports problems to the program manager.
- Ensures health and safety standards are maintained.
- Reviews and evaluates clients' progress and makes adjustments to programs as required. Provides feedback and support to clients and/or their families.
- Accompanies and/or transports clients to activities such as appointments, shopping or leisure activities.
- Provides written and/or verbal reports regarding clients' daily activities and progress. Ensures that all required documentation is complete and accurate.
- Identifies social, economic, recreational, physical, vocational and educational services in the community that will meet clients' needs. Maintains liaison with other agencies, professionals, government officials and the community.
- Performs other related duties as required.

## Qualifications

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The requirements listed below detail the knowledge, skill, and/or ability required to perform the essential duties of the job.

### Education and Experience

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- Diploma in a related human/social service field
- One year of recent related experience that should include experience working with high risk adults in helping capacities
- Or an equivalent combination of education, training and experience

### Other Skills and Abilities

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Worker must:

- Demonstrate a level of cultural sensitivity and understanding of the client population's cultural and socio-economic characteristics.
- Have the ability to form a mutually respectful partnership with persons served and their families in which they are helped to gain skills and confidence to address any issues and problems they face.
- Have the ability to accept the differences he or she will find among his or her clients.
- Accept clients' rights to self-determination and individuality, and must not discriminate on the basis of race, ethnicity, language, religion, marital status, gender, sexual orientation, age, abilities, socio-economic status, political affiliations, or national ancestry.
- Have a positive conviction about the capacity of people to grow and change.

- Have the ability to work respectfully in partnership with other team members, including referring authorities.
- Have the ability to set limits and maintain the helping role for the practitioner and to intervene appropriately to meet the needs of the persons served or other family members.
- Recognize the value of a nurturing family as the ideal environment for a person.
- Have the ability to recognize persons with special needs and make appropriate referrals.
- Have basic computer and Internet skills.

## Other Job Requirements

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- The Housing Assistance Outreach Worker must be able to work flexible hours to accommodate client needs, meetings outside of typical office hours, and crises.
- Driving clients is required to fulfil the job duties. The Housing Assistance Outreach Worker must have a valid driver's licence and 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.
- The Housing Assistance Outreach Worker will follow the Code of Ethics and the Mission Statement of The John Howard Society of North Island. The Worker will also abide by the relevant rules and regulations set out by BC Housing.

## Diversity

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The John Howard Society of North Island 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.