

Competition # 02061322B

Position Title: Housing Retention Worker

Program: Outreach

Position location: Abbotsford/Mission

Reports to: Manager of Outreach

Hours of work: 35 hours per week **contract till March 31, 2023**

Posting Date: June 13, 2022

Closing Date: June 20, 2022 at 5pm

This position requires UNION MEMBERSHIP

Internal / External Job Posting

Compensation will be in accordance with Appendix A of the BCGEU Collective Agreement.

Housing Retention Worker

Classification: Victim Services Worker

Grid Level: 11

The Housing Retention Worker position supports Abbotsford-Mission families exiting and transitioning from experiences of intimate partner and domestic violence and other related barriers and challenges. This position attends information calls, advocates with community agencies, police, Ministry, and legal services.

Reports to: Manager of Outreach

Housing Retention Worker

Classification: Victim Services Worker

Grid Level: 11

SARA Housing Retention Worker position supports Abbotsford-Mission families exiting and transitioning from experiences of intimate partner and domestic violence and other related barriers and challenges. This position attends information calls, advocates with community agencies, police, Ministry, and legal services.

Reports to: Manager of Outreach

Duties and Responsibilities:

- Record keeping, being in compliance with a BC Housing and/or other funding HPP contract(s).
- Ensure that CHB-HPP Rental Supplements are disbursed to eligible Clients, as outlined in agreement.
- Ensure monthly subsidies are inputted into BC Housing data base known as HIFIS and/or into other data bases requested by the funder.
- Ensure that all required documentation for participation in the BC Housing program is filled out by participants.
- Assist clients with all aspects of housing search and placement into permanent housing: complete housing applications; prepare necessary documentation; negotiate with landlords and realtors.
 - Provide information, support and referrals for: housing options, community agencies, legal services, social services and related government services (eg. child tax credit, immigration issues, etc.)
 - Assist clients with transportation and accompany to housing and other related appointments.
 - Help clients establish and follow a budget that will allow for housing stability.
- Assist with the process of accessing housing funds to aid with move-in costs and security deposits.
- Provide crisis intervention, safety planning and exit planning and support for women.
- Provide information and outreach support to women inquiring about or seeking services and to provide assistance in connecting women with other programs within the society.
- Attend and participate in weekly staff meetings and Society meetings.
- Keep various community agencies and organizations informed about SARA and act as a liaison.
- Participate in internal/external committees as required and attend community events.
- Create community contacts and assist in increasing the accessibility of SARA to all women.
- Maintain confidential service records, develop and maintain feedback forms and submit reports/statistics as required.
- Keep current on:
 - Women's issues related to violence against women
 - Issues relating to women who may face additional barriers, including race, culture or ethnicity, sexual orientation, economic status and ability.
 - Legal issues, housing options, government and immigrant services.
- Attend appropriate training sessions, workshops and conferences.

Skills and Knowledge:

- Excellent understanding of violence against women issues both within dominant and non-dominant cultures.
- Knowledge of subsidized and private housing resources and regulations preferred.
- Ability to work with diverse clientele, and cultural competency.
- Good understanding of social services and resources in the Abbotsford/Mission area and how to access them.
- Firm understanding of the role of the advocate as well as how to be an effective advocate.
- Commitment to a coordinated team-based approach.
- Demonstrated ability to take initiative and to work independently.
- Willingness and ability to work flexible hours (evening and weekend work may be a requirement).
- Strong listening, writing, presentation, facilitation, public speaking and computer skills required.
- Good understanding of the legal issues facing women who have been abused, particularly those from a different culture.
- An understanding of the Family Law Act 2013.
- Excellent knowledge of supports available to help women access housing, subsidies, other legal and support services.
- Must be well organized with good case management skills. This includes keeping up-to-date confidential client files, producing program reports and statistics required on time, and keeping abreast of current information that is relevant to our ability to deliver accurate information and services.

Qualifications:

- 2 year diploma in an human/social service field
- Minimum 2 years of experience in related/relevant profession
- Punjabi Speaking is an asset.

Training

- Standard First Aid Certificate
- Non-Violent Crisis Intervention

*A clear Criminal Record Check for Vulnerable Populations
Valid Class 5 Driver's Licence and clean drivers' abstract*

Submit cover letter and resume to:

Human.Resources@saraforwomen.ca

Subject: Temporary Full Time Housing retention Worker

SARA promotes the principles of anti-oppression, diversity and inclusion. We strive to represent the diverse communities that we serve. Individuals from First Nations, diverse ethno cultural origins, religions, abilities and sexual orientations are encouraged to apply.

While we thank all candidates for their interest, only those selected for an interview will be contacted. No telephone inquiries please.