



HOUSING OUTREACH COORDINATOR

EMPLOYMENT OPPORTUNITY

Full - Time Contract

The Native Women's Resource Centre of Toronto (NWRCT) is an Aboriginal community-based organization dedicated to providing resources and support to urban Aboriginal women and their families. Our work helps to build the self-sufficiency of Aboriginal women and build our collective capacity to make positive changes in our community.

The **Housing Outreach Coordinator** of the Native Women's Resource Centre of Toronto (NWRCT) provides services for housing stabilization (referrals, provision of resources, furniture, hygiene products) with the goal of connecting clients to emergency shelters and maintaining permanent housing. As part of the NWRCT team, the Outreach Coordinator will visit Aboriginal women and girls in identified neighbourhoods that lack culturally specific housing programs and areas considered high-needs. Outreach services can also be delivered at partnering agencies that have Aboriginal women and girls as part of their clientele.

QUALIFICATIONS and SKILLS

- Post-secondary diploma/degree in social work, community wellness, etc. with a minimum three (3) years' work experience in community service delivery or the equivalent
- Excellent written and verbal communication skills
- Strong facilitation and public speaking skills
- Strong experience in client advocacy with demonstrated experience providing services to Indigenous women, and families
- Experience working with Indigenous Peoples and Communities
- Knowledge of Indigenous cultures, traditions, and family dynamics
- Proven analytical and problem solving skills
- Knowledge of and established relationships with other service providers, ability to network and create/maintain these relationships
- Strong organizational/time management skills with an ability to plan ahead, define measurable objectives, outcomes and meet timelines
- Working knowledge of MS Office, internet, and general office equipment

- Current Police Record Check and Vulnerable Sector Screening are required
- First Aid and CPR certifications is an asset

RESPONSIBILITIES

- Complete intakes to assess client suitability for program, provide appropriate internal/ external referrals, support clients through Housing Program
- Outreach to market rent landlords to build partnership relations and awareness. The goal of this outreach is build strong working relationships whereby landlords will agree to call NWRCT's Housing program to notify of any recent vacancies prior to listing publicly.
- Assist clients in:
 - Eviction prevention including repayment planning and advocacy/mediation; accompaniment and guidance at Landlord & Tenant Board hearings
 - Finding market rental housing including arranging viewings and appointments; guiding clients in market rental searches;
 - Spiritual needs (medicines, support to access cultural activities)
 - Accessing, completing, and submitting applications to social housing providers, including applications for special priority
 - Coordination and accompaniment to external service providers to support wrap-around care for clients
- Assist new clients and participants into program through various outreach initiatives; inform community members, agency partners about NWRCT offerings
- Facilitate and coordinate housing workshops and programming
- Support clients in crisis to housing supports, emergency shelters when required
- Coordinate operation of drop-in services with other housing team members
- Take responsibility to increase sensitivity, awareness, and implementation of cultural teachings and organizational practices in a professional manner
- Empower women to articulate their needs and goals and to advocate for themselves
- Other duties upon request

ADMINISTRATIVE DUTIES

Complete reports monthly, quarterly, and annually, e.g. client files, programming statistics, and monthly work plan, and submit on or before due date

- Maintain accurate current client listing, case notes and client files
- Collect, maintain and share current housing rental database including safe and affordable rentals as well as inventory list of drop-in supplies and materials
- Assist with program budget expenditures, coordinate and prepare necessary paper work with adequacy and reasonability
- Assist with other program workshop preparation and monitoring, as required

STANDARDS OF PERFORMANCE

- Adhere to policies, procedures and best practices as set by the NWRCT, and applicable funder mandated policies and procedures
- Ability to create and maintain a confidential, welcoming, friendly and safe environment

*The **Housing Outreach Coordinator** will be directly accountable to the HT Liaison Trauma Support Manager or designate for the proper completion of the functions outlined in the job description*

Please provide a cover letter and resume to: Lindsey lickers, HT Liaison/Trauma Support Manager at HTLiaison@nwrct.ca

Due to the nature of the organization's culturally based social services, NWRCT encourages applications from Indigenous women (Section 24 (1) (a), Special Employment, Ontario Human Rights Code).

APPLICATION DEADLINE: Open until filled