

HOUSING COORDINATOR

HOUSING COORDINATOR, TRANSITIONAL HOUSING 1.0 FTE

The Housing Coordinator provides support, referrals and advocacy to clients of YW Calgary’s residential and outreach programs. In collaboration with other YW staff, the position works with clients to create housing plans and achieve the transition to permanent, stable housing. This role works in the community to develop relationships within public and private housing sectors as well as support the team with knowledge and resources related to housing in the community.

WHAT MOVES YOU

- Affecting positive transformation by offering inclusive, non-judgmental, low barrier services for women
- Your excellent communication skills and ability to manage confrontation
- Commitment to empowering women through a strengths based approach
- Collaborating with your team to deliver the best services possible

WHAT YOU’LL DO

- Work with individual clients and their Case Coordinators to develop housing plans.
- Perform acuity assessments as required.
- Support clients as appropriate with housing searches, preparing applications, etc.
- Provide coaching to clients on tenant rights and other housing related skills and knowledge
- Support clients by accompanying them to private viewings, advocating with landlords and local housing agencies.
- Collection of rent, generating of report and issuing appropriate notices to clients.
- Review accounts regularly and address rent arrears by preparing notification to clients.
- Provide clients with support that allows them transition from shelter into the community.
- Mediation and support to women at risk of losing their housing for up to 3 months after transitioning from the program.
- Adhere to sound record keeping and documentation practices
- ***This is a full-time position, working 37.5 hours per week (9am – 5pm) with some flexibility required to meet client and program needs.***

WHAT YOU’VE DONE

- Bachelor’s degree in Human Services or related field and minimum of two years’ experience.
- Knowledge of the “Housing First” philosophy and housing models.
- Understanding of Calgary occupancy bylaws and public health act including minimum housing and health standards.
- Knowledge of issues specific to women with and without children experiencing homelessness including poverty, domestic violence, addictions.
- Proficient in the use of computers and software including Microsoft Word and Excel.
- Competence in the use of English language to enable the completion of case notes and other documentation.
- Competency working with a diverse population with varying ages, abilities and experiences.
- Demonstrated ability to work independently, as part of a multi-disciplinary organization and team.
- ***Note: Relevant combination of education and experience will be considered***

As a condition of employment, YW Calgary requires the successful candidate to be fully vaccinated. Where the candidate has not obtained the vaccine, the candidate will be considered on an exceptional case by case basis; YW Calgary will adhere with its obligations under the Alberta Human Rights Act.”

If you want to work to change lives, we want to meet you.

Competition Number: **2021060**

Deadline: **October 1, 2021**

www.ywcalgary.ca/work-with-us

Apply today with resume, cover letter, and salary expectations to careers@ywcalgary.ca

YW Calgary is committed to providing an equitable, diverse and inclusive workplace where all employees, clients and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, and/or disability, feel valued and respected.