

Position: Housing First Case Manager

Hours: 37.5 hrs weekly (Mon-Fri 9:00am-5:00pm)

Includes provision of Health Benefits after probationary period completion

Length: Full-time, Permanent, \$23-\$25 hourly

Reports To: Social Work Programs Coordinator

Anticipated Start Date: December 2021

GENERAL DESCRIPTION

The Housing First Case Manager is responsible for the implementation of housing-focused case management assistance for clients within the emergency shelter, which provides short-term and housing-focused shelter to single women over the age of 16 and families with minor children. Overall goals includes assessing client housing needs and barriers, and assisting clients in securing permanent housing within the community in an efficient manner. The role includes responsibility for daily housing-focused case management duties within the shelter program (will be a mix of single women and families with minor children), and ensuring programs and clients are meeting requirements of any applicable municipal or provincial funding contracts. Position includes task oversight of on-site undergraduate social work student placements. Position includes (after 6 month probationary period) after hours on-call response duties to shelter staff for in a rotation of 1 week on, 5 weeks off.

This is a position that is best suited to those who have strong leadership skills, are flexible, organized, task-oriented, and familiar with case management work in residential/congregate care settings. The employment markers used in your performance evaluation are your case noting abilities, lengths of stays of assigned clients, housing placement rates, completion of forms and assessments to agency standards and timelines.

MINIMUM QUALIFICATIONS

- **BSW degree with a minimum 1 year field experience in a case management role is preferred**
- Outcome focused
- Experience working with women and in women's organizations
- Excellent verbal and written communication skills
- Must have dependable vehicle, valid Ontario driver's license, and proof of insurance
- Successful completion of a criminal background check
- Firm understanding of the social service system, including income support programs
- Firm knowledge of community resources and community organizations in areas of addiction, mental health, legal services, and health services for low-income and vulnerable populations
- Must have background and working awareness of harm reduction, trauma-informed care, suicide intervention, crisis intervention, motivational interviewing.

HOW TO APPLY

Applicants should email a resume and cover letter, subject line: Housing First Case Manager, outlining how they meet the above minimum qualifications of the position to reception@welcomecentreshelter.com att: Dawn Toth, Centre Manager, by **November 18th, 2020**. While we sincerely appreciate all applications, only those ~~and~~ selected for interview will be contacted.