

BLUE DOOR

Title: Housing Navigator

Job Status: Full Time, Permanent

Hours of Work: 40 Hours/Week (Days/Nights/Afternoons/Weekends)

Job Region: Newmarket/East Gwillimbury

Salary: \$22.35/per hour (Please note we offer an additional \$2.00/an hour premium for overnight positions; this is funding dependent)

Blue Door is a not-for-profit registered charitable agency governed by a volunteer Board of Directors. We have been an integral part of our community providing essential emergency shelter services since 1982. We serve all of York Region through our three emergency housing programs:

- Leeder Place Family Program
- Porter Place Men's Program
- Kevin's Place Youth Program

Job Summary:

We are looking for Housing Navigators who will report to the Program Manager. You will assist in the operation of the programs in accordance with agency policies and procedures; maintain appropriate record keeping, complete intake/discharge forms, maintain security for clients/staff/facilities, goal setting and referrals to other resources, informal individual and group counselling, promote co-operative living, participate in housekeeping duties including food preparation and cleaning.

Responsibilities:

- Provides appropriate professional understanding and intervention in response to emotional, behavioral, physical needs of clients.
- Maintains and supervises established routines and procedures.
- Assists residents to establish and achieve individualized goals
- Utilizes effective conflict resolution skills.
- Maintains confidentiality of residents.
- Participates in design and implementation of program activities.
- Participates in research/evaluation/quality assurance activities that would enhance the efficiency and/or effectiveness of service delivery.
- Fosters positive relationships with community Provides support to all agency program areas as requested.
- Participates in shift change and staff meetings as required, shares information in a respectful, non-judgemental manner.
- Exercises good judgement and discretion in dealing with confidential information.
- Completes all necessary documentation, including written records/reports and provides statistics as requested.
- Performs other organizational duties as assigned.

- Learn and understand health and safety standards, regulations, policies and procedures and comply with them.

Respect and Professionalism

- Maintain professionalism in the workplace.
- Work cooperatively alongside and supporting all Blue Door team members and departments.
- Adherence to the mission, vision, policies and procedures of the agency.
- Able and willing to promote harm reduction practices and practice anti-oppressively
- Attend internal staff meetings and staff training as required.
- Maintain the confidentiality of all client and agency information
- Utilizes effective conflict resolution skills in accordance with (Crisis Prevention Intervention (CPI) training.
- Fosters positive and appropriate relationships with clients, colleagues, community partners and volunteers.
- Complete documentation, including reports and case notes, and collect data as required
- Provides referrals and follow-up as necessary.
- Meets with manager on a regular basis and participates in completion of annual performance evaluation.
- Must be able and willing to work with a flexible schedule
- Provide regular reports
- Other duties as assigned

Occupational Health & Safety

- All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others.
- All employees shall learn and understand health and safety policies and procedures and will comply with them.
- All employees must be able and willing to work within all programs and with flexible schedules

Qualifications:

- Minimum SSW or 2-year college diploma in a human services program.
- Experience working with the homeless or similar population.
- Excellent interpersonal, verbal and written communication skills.
- Fluency in a second language or lived experience.
- Experience in telephone and in-person counselling.
- Demonstrated ability to work independently and as an effective team member.
- Understanding and delivery of anti-oppressive practices.
- Ability to deal effectively with conflict and crisis.
- Operate with a flexible work schedule.
- CPI, CPR and First Aid Certification
- Vulnerable Sector Screening (Police Check).
- Reliable vehicle, valid driving license and insurance.

At Blue Door we believe that to support our clients and continue to do the work we do, it is important that we take care of our employees by offering the following Benefits and Company Perks!

- Comprehensive Benefits
- Paid time off such as personal needs days, sick days, float days and generous vacation time
- RRSP
- Work-life balance
- Teamwork and Independent Work
- Flex Hours and Work Flexibility
- Challenging Work and Growth Opportunities
- Ability to make a difference
- Wellness Committee events such as regular gatherings, luncheons, holiday activities
- Virtual events and activities
- Employee satisfaction surveys

We are always working towards continued improvements with the hope of creating and fostering a work culture where people want to be and are see the impact of their work.

Please check out future opportunities by visiting our Careers Page at [Careers – Blue Door](#).

Blue Door is committed to the development of a staff and leadership team that reflects the incredible diversity of the communities we serve. We promote the principles of intersectional anti-racism and anti-oppression and adhere to the tenets of the Ontario Human Rights Code. We both welcome and encourage applications from members of groups with historical and/or current barriers to access and equity, including Indigenous, Black and racialized people, members of 2SLGBTQIA+ communities, people with disabilities, and people with lived experience of homeless. Blue Door is a unionized work environment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Blue Doors AODA Policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

All applications will be reviewed as received, and interviews will begin for qualified candidates as soon as possible. The position may be filled before this job posting ends. Only candidates selected for an interview will be contacted. Please submit a cover letter and resume to hr@bluedoor.ca