

BLUEDOOR

Title: Housing Worker

Job Status: Part-Time 20 hours per week

Job Region: All Blue Door Locations

Equipment: Computer, telephone, fax machine, copier, calculator, Reliable Vehicle/Valid Driving License/Insurance.

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. Blue Door's mission is to support people who are at risk of or experiencing homelessness to attain and retain affordable housing.

Job Summary

Reporting to the Program Manager, the Housing Worker is a social worker, or equivalent, who assist homeless individuals, including men, families and/or youth in the shelters to find and secure permanent housing in the community.

Responsibilities

- Assist individuals and/or families locate and secure permanent housing
- Research housing options
- Build connections to community resources
- Skills development and management to promote independent living
- Record keeping
- Landlord relationship building
- Other duties as assigned

Respect and Professionalism

- Maintain professionalism in the workplace.
- Working 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 in accordance with core standards.
- 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.
- Provides referrals and follow-up as necessary.
- Meets with manager on a regular basis and participates in completion of annual performance evaluation.

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.

Qualifications

- Minimum Bachelor of Social Work Degree or equivalent
- Combination of Bachelor level education and experience an asset
- Experience with social work principals and best practises, including but not limited to ARAO (Anti-Racism and Anti-Oppression) or Harm Reduction
- An ability to work independently
- Background in program research and evaluation desirable
- Strong interpersonal skills with clients and colleagues and commitment to team approach
- Excellent organizational skills
- Must have a reliable vehicle and appropriate insurance
- An understanding of homelessness, mental health and addiction issues would be an asset