

BLUEDOOR

Title: Case Manager, Community Housing

Job Status: Full Time

Job Region: All Blue Door locations, Durham (Beaverton)

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

Salary- \$25.22/hr

Job Summary

Reporting to the Program Manager, the Case Manager, Community Housing is a social worker, or equivalent, which assists individuals to find and retain housing. The Case Manager, Community Housing will assist individuals with community reintegration and housing stability.

Responsibilities

- Coordinate housing search efforts including accompaniment to housing appointments.
- Schedule and facilitate community based independent life skill sessions to promote independent living.
- Work collaboratively with program staff to provide continued support.
- Conduct goal planning and regular check-ins with individuals including but not limited to home check-ins.
- On-going check-in and advocacy with landlords.
- Orient individuals to landlord and tenant rights.
- Enhanced support with maintaining safe housing and rapid re-housing where needed.
- Support individuals with career planning, employment searches, and employment skill development.
- Improved and ongoing links with employment and health and/or medical resources.
- Facilitate meetings with family (where the need is identified), with a focus on building self-esteem and supports with establishing healthy relationships.
- Provide individual supports to identify gaps in health and independent living skills including but not limited to landlord tenant negotiation, self-advocacy, and budgeting and life skills and providing referrals as necessary.
- Facilitate informal counselling to promote independence and building healthy partnerships for success.
- Facilitate food security.
- Build connections to community resources and help maintain positive partnerships.
- Supporting to improve financial security through various forms, including ODSP and other subsidies.
- Keeping up to date with new and current community-based programs and supports.
- Record keeping, preparing reports and report on monthly and quarterly statistics. Administering Naloxone in the event of an emergency and distributing Naloxone kits accordingly.
- Transporting clients within the community.
- 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.
- Knowledge of Landlord Tenant Act.
- Knowledge of Housing First Practices.
- Experience working with vulnerable populations.
- An understanding of homelessness, mental health and addiction issues.
- An ability to work independently and as an effective team member.
- Excellent verbal and written communication skills.
- Strong interpersonal skills with clients and colleagues and commitment to team approach.
- Understanding and delivery of anti-oppressive practices.
- Experience with harm reduction practices.
- Excellent organizational skills.
- Able to operate within a flexible work schedule.
- Must have a reliable vehicle, valid driving licence and appropriate insurance. Mileage is reimbursed.
- CPI, CPR and Vulnerable Screening Clearance (Police Check).