

BLUE DOOR - JOB DESCRIPTION

TITLE:	Housing Worker
REPORTS TO:	Program Manager
PURPOSE OF ROLE:	Reporting to the Program Manager, the Housing Worker is a social worker, or equivalent, who assists individuals experiencing homelessness, including men, families and/or youth in the programs to find and secure permanent housing in the community.
LOCATION:	All Blue Door Locations
EQUIPMENT/ MACHINERY/TOOLS:	Computer, telephone, fax machine, copier, calculator, Reliable Vehicle
RESPONSIBILITIES:	<ul style="list-style-type: none">• Able and willing to support all programs to provide housing support when requested.• Help individuals and/or families seek and secure safe housing.• Conduct housing searches and build inventory lists of available housing units for individuals.• Join and participate in housing-related committees as required.• Build and maintain connections with community resources and partners.• Keeping up to date with new and current community programs and services available as well as search engines and housing search options.• Record keeping, including maintaining HIFIS and tracking monthly statistics.• Conduct client follow-up, referral and advocacy as needed.• Engage with clients to secure income assistance, if necessary, assist with applications, deposits, setting up utilities, signing of leases etc.• Building trusting relationships with landlords and clients.• Transporting clients to appointments.• Coach and support clients throughout the housing process including but not limited to education, self-empowerment and relationship building with landlords.• Identifying and assessing health and safety concerns with rental units.• Other duties as assigned. <p>Respect and Professionalism</p> <ul style="list-style-type: none">• 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,

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- community partners and volunteers.
 - Provides referrals and follow-up as necessary.
 - Meets with manager regularly and participates in the 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.

SCHEDULE:

All employees must be able and willing to work within all programs and with flexible schedules

QUALIFICATIONS, SKILLS & EXPERIENCE:

- Minimum Bachelor of Social Work Degree or equivalent. Combination of Bachelor level education and experience.
- Knowledge of the Landlord Tenant Act.
- Knowledge of Housing First Practices.
- Experience with social work principles and best practices, including but not limited to ARAO (Anti-Racism and Anti-Oppression) or Harm Reduction
- An ability to work independently
- Strong interpersonal skills with clients and colleagues and commitment to team approach
- Excellent organizational skills
- Must have a reliable vehicle and appropriate insurance