



Victoria Native Friendship Centre  
Internal/External Employment Opportunity – FT Maternity Leave Fill



# Housing Support Worker

Health Team

In recognition of the critical importance to this role of a lived understanding of Indigenous communities, history, values and culture, and in keeping with the BC Human Rights Tribunal pursuant to s.42(3) of the Human Rights Code, Indigenous applicants preferred. Please self-identify in your cover letter.

Under the supervision of the Health Team Programs Coordinator, the Housing Support Worker is responsible for providing individual and family support and assistance related to housing for persons who are identified as unsheltered and/or at high risk of becoming unsheltered.

**DUTIES:** include the following but are not limited to the job specifications contained herein. Additional duties or job functions that can be performed safely may be required as deemed necessary by supervisory personnel.

- Identify persons who need housing support through reports/referrals from Indigenous agencies, shelters, police, human service providers and others community stakeholders.
- Provide one on one support related to housing, transport, food access, etc.; advocacy related to income assistance, tenancy; referrals to other programs and agencies both in house and in the community.
- Establish and maintain a working relationship with individuals and families requiring housing support to assist with attaining and maintaining adequate shelter and access other needed services.
- Establish and maintain positive, productive working relationships with providers of mental health services, income assistance, and other services and resources to those experiencing homelessness and housing instability.
- Serve as a liaison between community stakeholders involved with mutual clients, including landlords, income assistance workers, MCFD, etc.
- Complete administrative responsibilities as required.

**KNOWLEDGE AND ABILITIES:**

- Experience working with individuals who are experiencing multiple barriers.
- Working knowledge of tenancy issues and the Tenancy Act.
- A sound knowledge of the issues facing Indigenous Peoples.
- Knowledge of local First Nations Communities and culture.
- Strong case management skills and knowledge of integrated case management process.
- Ability to work independently and as part of a team.
- Efficient computer and administration skills.
- As this position includes outreach, candidate must have reliable transportation and hold valid BC driver's license and clean driving record (Recent driver's abstract and proof of appropriate auto insurance to be submitted).
- Must provide a clear vulnerable sector Criminal record check (within 6 months) (form can be located at <http://www.pssg.gov.bc.ca/criminal-records-review/>)
- Physical requirement - The incumbent must spend a major portion of the work hours standing, walking, and/or sitting. The incumbent may be required to do a great deal of stretching, bending and lifting.
- Valid First Aid training is an asset.
- Training or experience with HIFIS is an asset

**EDUCATION AND EXPERIENCE:**

The successful candidate will possess a combination of education and experience that satisfy all or most of the following:

- Degree or diploma at a Post Secondary level in Social Services or a related field and a minimum of two years related work experience.
- Crisis Management and/or Non-violent Crisis Intervention and education and/or experience in Mental Health and Addictions.
- Familiarity with the multiple challenges faced by many urban Aboriginal individuals.

**SALARY:** Wage Scale \$22.62 – 23.62 an hour (BCGEU #301)  
**HOURS:** Full time or 35 hours/week (some flexible hours, evening and weekend hours possible.)  
**TERM:** covering the period of a maternity leave  
**COMMENCING:** November 2020

Please submit your **resume and cover letter** attention to:  
**Executive Director**  
(by mail / fax / email to [admin@vnfc.ca](mailto:admin@vnfc.ca) or in person)

**No phone calls please, only those selected for interviews will be contacted. An eligibility list will be established.**

# Closing Date: Until Filled

Victoria Native Friendship Centre  
231 Regina Avenue., Victoria BC V8Z 1J6  
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