



Victoria Native Friendship Centre
Internal/External Employment Opportunity - 1 FTE
VNFC Housing Tenant Support



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.

Working as part of the Property Management Team and reporting directly to the Property Manager, the Tenant Support Worker will provide direct services that include support, counselling and referral for Indigenous tenants who live at Siem Lelum (Respected House) & Fernwood House.

KEY RESPONSIBILITIES: Other duties may be assigned

- Working with tenants using a holistic, culturally sensitive approach, the tenant support worker will be part of a client-centered, trauma-informed, multi-disciplinary team working to improve community identity and wellness.
- Provide direct services, such as informal counseling, one-on-one support, case planning and goal development to tenants of VNFC Housing.
- Initiate projects and coordinate activities to increase community engagement and involvement.
- Support tenants with the skills to maintain housing, manage financial goals, and meet community standards for cleanliness.
- Connect VNFC tenants to education, employment and support services.
- Collaborate with community partners, professionals and other service providers to create positive working relationships; meeting the need of the community, as well as promoting a positive image of VNFC as an organization.
- Prepare case planning notes, monthly statistics and narrative reports for VNFC as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be able to maintain confidentiality
- Familiar with Indigenous cultures, practice and world view.
- Computer proficiency in Microsoft Office applications.
- Excellent oral and written communication skills.
- Clear understanding of confidentiality agreements and privacy.
- Strong analytical, problem solving, and time management skills.
- Strong skills in crisis intervention, mediation, and conflict resolution.
- Ability to case plan, track, report and maintain records of client data.
- Demonstrated independent and collaborative work ethic.
- Must be able to act as a role model for healthy lifestyle choices and demonstrate respect for people of all ages
- Required to provide a Vulnerable Sector Criminal Record Check

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

- Social services related experience and/or education.
- Culturally appropriate knowledge and practice preferred.
- Valid B.C. driver's license and clean driving record. (Recent driver's abstract to be submitted)

HOURS: Monday – Friday (35 hours a week or more if needed) some evening hour will be required

WAGE: \$22.75 – 23.75/hour

COMMENCES: As soon as possible

Please submit your resume and cover letter attention to:

Ron Rice, Executive Director

(by mail / fax / email to 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 Ave. Victoria, BC V8Z 1J6
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