



Career Opportunity: Housing Coordinator Full Time

Be a Part of the Interval House Team:

Our Mission: As Canada's first shelter for women and children experiencing abuse, we remain trailblazers in the campaign for women's empowerment and independence, providing innovative, specialized and transformative services that help to break the cycle of intimate partner violence.

Interval House provides a continuum of services which includes integrated and specialized services related to programs that help build economic self-sufficiency (BESS) such as **housing**, employability skills coaching, outreach, supportive counselling, advocacy and legal and support.

Job Summary:

The **Housing Coordinator's** position will enable you to utilize your skills to help clients who are survivors of intimate partner violence to identify and develop immediate and longer-term solutions that meet their needs for safe, affordable housing while facilitating their effective transitions towards integration/re-integration into the community.

Duties and Responsibilities (not limited to):

- Plan, implement and evaluate the Transitional Housing Project placement process activities
- Maintain and manage the relationship between Interval House and Landlord Partners
- Cultivate and steward relationships with landlords to facilitate access to housing units
- Educate clients regarding their rights and obligations as tenants
- Conduct community outreach for client recruitment
- Case manage and support clients with affordable housing search in the private market
- Support clients with other issues that are barriers to access housing e.g. legal, day care, etc.
- Research community programs, resources and amenities to connect transitioning clients
- Design and facilitate workshops for clients on barriers to housing and other issues related to achieving housing goals

Job Requirements & Competencies:

- Diploma in social services, community services or related Bachelor's degree
- Minimum 2 years' experience in transitional housing processes
- Knowledge of the issues relating to intimate partner violence
- Demonstrated experience to perform outreach with community-based organizations by cold calling and in-person presentations; able to cultivate and maintain relationships
- Advocate for services needed to achieve client goals
- Current knowledge of housing market conditions, legislation and tenant/landlord legal responsibilities
- Knowledge of housing issues facing populations at risk and strategies to address them
- Ability to build & maintain housing-based relationships and partnerships in the private, nonprofit and governmental sectors
- Experience and skills in Microsoft Word, Outlook, Excel, Access and Power Point and case management software
- Demonstrated administrative skills in database and client case management
- Effective group facilitation and presentation skills
- Ability to manage conflicts and maintain professional boundaries
- Analytical, planning, organizing and reporting skills – verbal and written
- Emphasis on delivery of results in a timely manner and emphasis on quality and quantity standards with great attention to detail
- Demonstrated ability to exercise flexibility when needed
- Capable of managing emotional stress
- Ability to build and foster reliable work relationships within a diverse work environment
- Consistent ability to demonstrate professional behavior and respect for boundaries
- Demonstrated ability to work as part of a team and to work with minimal supervision
- Must be flexible with workdays and/or hours

Please submit your cover letter and resume to:

Attention: Human Resources / Subject line: **HOUSING COORDINATOR** / Email: personnel@intervalhouse.ca

Good to Know:

We thank all applicants, however, only applicants with the required qualifications and competencies will be contacted.
Must be legally eligible to work in Canada and/or must have a valid work permit that allows the candidate to fulfill the requirements of the role.
All successful applicants must undergo a police vulnerable sector check.

Interval demonstrates its commitment to equity, diversity and inclusion, respect in the workplace and does not condone any form of discrimination and workplace violence.