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## JOB POSTING

### *Housing Coordinator*

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For over 30 years, Aunt Leah's Place has helped prevent children in foster care from becoming homeless, and mothers in need from losing custody of their children throughout Metro Vancouver. To support them on their journey to self-sufficiency, we provide supported housing, job training and coaching on essential life skills.

We work proactively at the 'entry' and 'exit' points of the foster care system, helping low-income families maintain custody of their children and for foster youth readying to 'age out' with supports similar to what modern parents do for their own adult children in transition.

Aunt Leah's has an immediate and exciting opportunity for a full-time regular Housing Coordinator. We are looking for someone who is passionate about working for a non-profit organization, enhancing the lives of youth, and supporting social programming through a variety of activities.

***This position is funded, in part, through the Career Focus Program of ESDC until March 31, 2019. To participate in Career Focus Program, youth must be:***

- ***Between the ages of 15 and 30 (inclusive) at the time of intake/selection***
- ***Canadian citizens, permanent residents, or persons who have been granted refugee status in Canada***
- ***Legally entitled to work according to the relevant provincial/territorial legislation and regulations***
- ***Not in receipt of Employment Insurance (EI) benefits.***

**Job Summary:** This is a leadership position to oversee, manage and expand Aunt Leah's continuum of housing supports for former youth in care. These include: AYA Life skills Residential Component, Telford Apartment liaison for Aunt Leah's Place, Doetsch House Supportive Housing Program and Housing Procurement for Aunt Leah's Housing First Program.

**Reports to:** Program Director

#### **Skills & Qualifications:**

- Minimum 2-years post-secondary education in a relevant field of study
- Experience in housing, facilitation of life skills development, event planning and/or community engagement is valuable
- Experience in real estate/property management, sales, customer satisfaction, or community engagement is valuable
- Ability to work within a trauma informed lens
- Criminal Record Check with Police Information Check from local RCMP
- A valid driver's license and access to a vehicle
- Driver's Abstract



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- Ability to work flexible hours

### ***Key Duties & Responsibilities:***

#### **Doetsch House Supportive Housing Program:**

- Develop the Doetsch House Supportive Housing program in conjunction with Aunt Leah's Program Director
- Develop and maintain program policy and procedures for Doetsch House that reflect the internal program partnership with the AYA Lifeskills Program, Link Program, SEFFY Program and Support Link Program.
- Manage waitlist, intakes, case management and discharges for the AYA Life skills Residential Program component
- Overseeing the maintenance and health and safety policies for this residential program
- Being the health and safety warden for the Doetsch House
- Providing supervision to the Housing Support Worker(s) of this program
- Schedules and Attends all review meetings and ensures that participants are working on their goals and that the ISP goals and objectives are communicated effectively within the Supportive housing team
- Completes three month follow up calls with past participants
- Ensures Life skills assessments are completed at intake and discharge with all participants.
- Ensures intake and discharge surveys are completed
- Assists in Planning life skills training, recreational activities and celebratory activities
- Identifies both physical and other needs of the program and addresses such needs to the Program Director

#### **Housing Procurement for Aunt Leah's Housing First Program:**

- Secure additional suites/housing opportunities for Housing First participants
- Liaising and engaging with Community members and potential landlords providing housing for young people in Aunt Leah's Housing First program.
- Conduct bi-yearly apartment inspections; document findings on inspection form
- Ensure smoke detectors and carbon monoxide detectors are in working order in each apartment
- Secure tenant keys for tenant move in; develop/operationalize master key plan for program site
- Submit Help Desk tickets for needed repairs; follow up to assure completion
- Follow up w/ tenants re: their apartment repair concerns to completion
- Schedule transportation for all apartment moves
- Schedule cleaning and extermination of tenant apartments, as needed
- Document progress notes on all daily work

#### **Reporting/Fundraising**

- Completes monthly programming report and outcomes reporting for funders
- Completes statistical and evaluation procedures connected program funding
- Assists with report writing to funders
- Ensures participant numbers and activities are maintained to a certain level to ensure continued funding



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### **Financial Responsibilities:**

- Responsible for providing receipts for petty cash used for Programming
- Reviews and approves expenses for the above mentioned housing programs and ensures that expenses follow budget

### **Communication:**

- Attends Team meetings, monthly Society Staff Development meetings
- And is a members of the Health and Safety Committee
- Informs past youth and mothers of events and activities taking place on a regular basis through email, Facebook and flyers
- Liaises and seeks direction from Program Director in crisis situations
- Attends Society Events as directed by Program Director
- Follows Aunt Leah's Policies and Procedures

### **Confidentiality:**

- All information about residents in the program is strictly confidential both internally and externally
- Ensures all written material is locked in the office and all phone calls regarding participants take place in the office
- Staff will follow Aunt Leah's Society Policies and Procedures and Aunt Leah's Code of Ethics (includes Child and Youth Care Association of BC Code of Ethics, Aunt Leah's Privacy Policy, BC Rights of Youth in care & UN Rights of the Child)

**Physical Demands:** This position requires some lifting of heavier objects.

### **Work Environment:**

- The Doetsch House is a Supportive Housing program for former youth in care; Staff may work alone.
- An average shift is 7.5 hours;

### **On Call:**

- Required to be an on call supervisor as scheduled

This position may be required to perform other related duties that do not affect the nature of the work.

### **We Offer:**

- A comprehensive benefit package that includes: dental, extended health care including vision care and prescription, employee discount at our Thrift Store, personal time package, and RRSP after 1 year of employment.
- Professional Development
- Collaborative and supportive work environment
- This is a full time regular opportunity (37.5 hours a week).



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**Salary:** Commensurate with qualifications.

**How to apply:**

Interested and qualified applicants are invited to email your resume with a cover letter to: [hr@auntleahs.org](mailto:hr@auntleahs.org). You may also apply on our website at [www.auntleahs.org](http://www.auntleahs.org). We thank all applicants in advance. Short listed candidates will be contacted for interview.