



JOB POSTING

Youth Housing Engagement Worker

Job Summary: As part of Aunt Leah's Housing First Team, works to provide Housing First supports to youth and families who are chronically or episodically homeless by developing positive relationships with landlord/superintendent/owner of building and is, additionally, the primary team contact person with landlords. Promotes and connects with potential landlords that will rent to young people participating in Aunt Leah's Housing First Program.

Reports To: Link Program Coordinator

Qualifications:

- Post-secondary Child and Youth Care Diploma or equivalent with a minimum of one year experience in providing support to youth or;
- A relevant combination of education and experience combined with general suitability

Skills and Knowledge:

- Communication (Verbal & Written)
- Motivational Interviewing skills
- Person Centered Care
- Interpersonal Abilities & Team Work Skills
- Multicultural Sensitivity & Awareness
- Problem-Solving/Reasoning/Creativity
- Crisis Management/Conflict resolution skills
- Ability to work independently
- Knowledgeable on Housing First
- Flexibility/Adaptability in managing multiple priorities
- Computer/Technical Literacy
- Planning/Organizing & Budgeting Skills
- Report Writing & Documentation
- Ability to teach and mentor life skills
- Analytical/Research skills

Requirements:

Undergo & maintain Criminal Record Check
A valid driver's license and access to a vehicle
Produce a clear Driver's Abstract
Proof of vehicle business insurance and \$5 million liability
Other certification as required by individual programs

Standard First Aid
Food Safe
Non-Violent Crisis Intervention
Agrees to the Society's Code of Ethics
Follows Aunt Leah's Practice Guidelines



Key Duties and Responsibilities:

1. Housing Procurement

- 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
- Perform other related duties as directed

2. Embrace the five principles of Housing First

1. Immediate Access to Housing with No Housing Readiness Conditions
 - Develop relationships with potential landlords to provide market housing for chronic or episodically homeless youth
 - Flexible hours in order to work collaboratively with youth on accessing housing
 - Key Worker for youth residing in three month Transitional Housing
2. Consumer Choice and Self-Determination
 - Use of Motivational Interviewing- (Collaboration, Evocation and Autonomy)
 - Develop a collaborative relationship that encourages the youth to state their preferences
3. Recovery Orientation
 - Assertive Engagement- Supporting the individual to self-manage
 - Reflective Practice
4. Individualized and Person-Driven Support
 - Engage youth where they are at
 - Strength's based approach
 - Set regular scheduled meetings with individuals in Aunt Leah's Housing First programs
 - Ensure Participant's goals and preferences are in the service agreement
5. Social and Community Integration
 - Connect with Aunt Leah's Youth Advisory Committee
 - Understand the role of peers and allies

3. Direct Care

- Complete an Eligibility Assessment upon intake to determine level of homelessness as well as priority level to determine focus of work
- Collaborate with participants in the formulation of service agreements that are reviewed and modified with participants on a regular basis.



JOB POSTING

- Provide outreach, case management, counseling, advocacy, and other needed services to participants in any environment including: the streets, shelters, prisons, hospitals, apartments, office, etc.
- Provide individually tailored services to each participant, e.g., housing placement, independent living skills, vocational guidance, appointment escorts, integrated substance use treatment, family counseling.
- Maintain written and computerized records, compile reports and complete other program documentation (including case notes, statistics, letters, etc.).
- Coordinate / monitor referrals to community services, and advocate participants participation in them.
- Assist participants to manage their money; prepare budgets with participants and compute expenses.
- Educate, inform and advocate for participants regarding benefits and entitlements (Social Security, Public Assistance, food stamps, etc.).
- Perform other related duties as directed

4. Financial Responsibilities:

Responsible for providing receipts for petty cash used for Housing Procurement and retention
Ensures that expenses follow budget guidelines

5. Health and Safety:

Participates in annual review of Aunt Leah's Health and Safety Policies and Procedures

6. Communication:

Internal:

- Completes daily log, monthly outcomes tracking and critical incident reports
- Attends meetings, including team meetings and monthly Staff Development
- Liaises and seeks direction from the Link Program Coordinator in crisis situations
- Participates in ongoing professional development
- Meets with Supervisor regularly to prioritize, review and reflect on workload
- Attends Aunt Leah's Events as directed by Supervisor

External:

- Participates in community round tables/forums to connect with potential landlords
- Ensures participant numbers and activities are maintained to a certain level to meet funding objectives
- Liaises with community partners, professions and other stakeholder with the goal of connected youth to relevant services and agencies
- Liaises with potential "friendly Landlords" who would be willing to rent to young people experiencing homelessness.



JOB POSTING

7. Confidentiality:

- Ensures communication between Transition Workers and youth is confidential
- Follows 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)

8. On Call: Participates in on call as scheduled; while on call, is able to support and attend as required

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

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).

Salary: Commensurate with qualifications.

How to Apply:

Interested applicants are invited to email your resume with a cover letter including salary expectation to: hr@auntleahs.org. You may also apply on our website at www.auntleahs.org. We thank all applicants in advance. Short listed candidates will be contacted for interview.