



**Temporary Full-Time Position: Housing Caseworker
Contract until March 31, 2020**

Action Housing has been providing community services for 30 years. We offer free and confidential help to low and moderate income individuals and families who are homeless, at risk of becoming homeless, or who are experiencing challenges that put their housing at risk. We offer support to those searching for housing on the private market, help with the subsidized housing application process, and assistance with obtaining benefits to prevent housing loss. We negotiate with landlords to resolve conflicts and obtain repairs, and we represent clients at the housing tribunal in order to avoid evictions.

DESCRIPTION OF FUNCTIONS:

- Identify & evaluate the immediate and long-term needs of individuals and families facing challenges that threaten their housing situation.
- Prepare an intervention plan and provide supports and assistance to execute it.
- Mediate issues with landlords in order to resolve conflicts pertaining to the rental arrangement.
- Identify and evaluate community services and supports necessary to ensure housing stability.
- Communicate with administrative bodies and social benefit providers.
- Work with clients to resolve conflicts.
- Provide coaching and assistance to clients who are searching for housing on the private market, or who wish to submit an application for subsidized housing.
- Provide information pertaining to the rights and responsibilities of tenants.

THE IDEAL CANDIDATE WILL HAVE:

- A minimum of a Bachelor's Degree in Social Work, Social Sciences or Law.
- Minimum one-year experience working with tenants' rights, social housing, or with community organizations delivering services to vulnerable populations.
- Direct experience working with vulnerable individuals.
- Knowledge of social service programs and social housing in Ottawa.
- Counseling and crisis intervention experience.
- Punctuality, effective time and priority management.
- Good organizational skills, and capable of initiative.
- The ability to work as part of a team.
- Excellent ability to read and write in both French and English.
- Knowledge of another language is an asset.

COMPENSATION:

Starting at 47,000 \$, commensurate with experience and education.

SCHEDULE:

35 hours per week, 8:30am - 12:00pm and 1:00pm - 4:30pm

Monday to Friday

PLACE OF WORK:

261 Montreal Road – Unit 200, possibility of working a few days per week from one of our satellite offices

START DATE:

ASAP

END DATE:

March 31, 2020 with the possibility of extension

Please send your cover letter and resume **by 4:30pm on Monday, September 2, 2019.**

By email: emilie@action-logement.ca

By fax: 613-241-1526