



**Support, every step of the way**

**EXTERNAL JOB POSTING**

**Job Title:** Halton Housing – Case Manager

**Job Posting #:** 782

**Program:** Halton Housing

**Effective Date:** ASAP

**Posting Date:** November 8, 2017

**Posting Closing:** November 17, 2017

**Status:** full-time; permanent; Union

**Location:** 195 Ferguson Ave. N and Region of Halton

**Note:** Candidates will be required to work day, evening and weekend shifts, and will have on-call responsibilities as part of their regular duties.

**Purpose:** To admit eligible families into an emergency housing program and provide intensive case management services to an individual caseload comprised of youth, single adults and family units according to housing first principles and approach

**Duties:**

1. Assists in the engagement of prospective program participants who are homeless, live in shelters or the wider community.
2. Admits families into emergency shelter program, responding to emergency calls and referrals from community agencies
3. Places individuals and families into temporary emergency accommodation and permanent leased units
4. Assesses and screens participant's/families' needs for services to support their transition to stable housing and optimize their capacity to sustain housing using an acuity tool and other resources
5. Ensures that each applicant family undergoes a shelter diversion, problem solving protocol before admitting to temporary emergency housing
6. Screen applicants and clients for any recent, current or ongoing experience with domestic violence and make referrals to appropriate programs
7. Documents and inputs information into client files, manually and in computer data bases to ensure accurate service statistics and client records.
8. Delivers services to program participants who are single adults or family units
9. Develops implements and monitors case plans and sustainability plans.
10. Determines eligibility for rental subsidies and completes reports for Director's approval, adds caseload information to reports to funder
11. Works with other case management activities with external partners to co-ordinate service (case) plans.
12. Assist each program participant, family unit with securing appropriate housing based on individual need.
13. Ensure that a social housing application is completed and/or is active.

14. Assist participants with their move into independent accommodations and provide neighborhood orientation.
15. Provides information, emotional support, advocacy and practical assistance to program participants/families.
16. Maintain regular, effective communication with social housing providers, administrators and private landlords, to ensure an integrated approach that will provide the best support possible for participants/families to maintain housing.
17. Facilitate access to income support programs, support services, individual and family counselling, medical and addictions services, education, training, volunteer work, or employment and other services as required.
18. Support individuals and families to access community resources by accompanying them to community resources as appropriate.
19. Report to appropriate child welfare agency (C/CAS) if child abuse and/or neglect is suspected or witnessed.
20. Liaise with income support programs (i.e.: OW, ODSP, CPP etc.) to assist in establishing income source for participant.
21. Facilitates case conference meetings, participates in the co-ordination of appropriate supports required by participant to ensure an adequate wrap around approach of services has been established.
22. Conducts regular visits with participants in their homes to provide supports specific to life skills, daily living skills, conflict resolution, crisis intervention and prevention, budgeting assistance, financial literacy, community integration and community building life skills, grocery shopping, cleaning, etc.
23. Attends meeting/appointments with participants in order to provide support, guidance and advocacy.
24. Provides supports to participants in regards to their rights under the *Residential Tenancy Act*.
25. Completes pre and post move inspections of housing units, participates in negotiations with property management.
26. Provides advocacy for participants with housing providers regarding RTA requirements.
27. Conducts regular follow-up with housing providers regarding housed participants.
28. Conducts mobile community visits to ensure the effective provision of service and that program goals are achieved.
29. When required attends Landlord and Tenant Board hearings.
30. Ensures that all policies and procedures of Wesley Urban Ministries are followed.
31. Maintain appropriate and accurate record keeping practice, as per expectations of Wesley Urban Ministries.
32. Other duties as assigned.

**Qualifications:**

1. Post-secondary degree/diploma in Human Services or related field.
2. Experience working with adults and families with mental health and addictions issues and the homeless and providing non-judgemental supports to them.
3. Experience with family dynamics through work in therapeutic, or family training, education programs
4. Ability to deal with confidential information and possess excellent interpersonal and diplomacy skills.

5. Demonstrated ability to form helping relationships based on trust and empowerment
6. Evidence as a highly motivated team player, with proven ability to take initiative and be self-directed.
7. Experience in case management techniques, use of and connection to community resources
8. Certification in safe food handling, non-violent crisis intervention and First Aid/CPR.
9. Excellent computer, oral and written communication, and interpersonal skills
10. Demonstrated ability to conduct all of the job requirements to a high level of professionalism
11. Must be able to meet travel and participate in 24 hour, 7days a week service provision requirements of this position.

## **Competencies**

### Customer Service

1. Builds constructive relationships characterized by a high level of acceptance, cooperation and mutual respect
2. Helps to create and contributes to a work environment that embraces and appreciates diversity
3. Values and respects the internal and external customers to the organization

### Accountability

1. Takes personal responsibility for the quality and timeliness of their work, and team work
2. Believes, respects and adheres to the vision, mission and values of Wesley Urban Ministries

### Commitment

1. Demonstrates an understanding of Wesley Urban Ministries Mission, Vision and Values through service delivery approach
2. Acts with integrity
3. Demonstrates a knowledge of the code of ethics of working in social services
4. Adapts to changing program requirements, conditions and work responsibilities

Interested candidates should send their resumes to: [hr@wesley.ca](mailto:hr@wesley.ca).

Wesley is a diverse and welcoming employer. We encourage applications from all qualified applicants. Only those selected for an interview will be contacted. No phone calls, please. More information about Wesley and our programs can be found at [www.wesley.ca](http://www.wesley.ca).