

JOB POSTING 2016-124-01
RAP Housing Outreach Worker
24 Hours/Week

Job Summary:

Under the supervision of the RAP coordinator, the RAP Housing Worker is responsible to house search for all GAR families; to move them from temporary accommodation to permanent housing.

Responsibilities/Duties:

- Monitor and assist clients with their search for permanent housing
- Search for houses that are accordance to clients' needs i.e. family size, distance from schools/ bus stops, affordable price range, etc.
- Drive and show clients potential house(s)
- Conduct and facilitate initial rental agreement
- Maintain knowledge of available rental houses/apartments and become familiar with relevant real estate agencies and services that support refugees
- Process applications for BC housing, keep track of file numbers and ID tracking numbers, forward them to case worker once complete
- Process applications for BC rental subsidy, pass file numbers to case worker
- Knowledge of BC Tenancy Act and rental agreements
- Book U-Haul and assist families with the moves
- Keep record of all contracts, agreements and forward to RAP coordinator (need to be sent to RAP officer)
- Help set up BC hydro, Fortis, cable, water bills, etc.

- Qualifications:

- At least 2 years of experience in dealing with settlement needs and issues of multi-barriered refugees; and experienced in establishing professional boundaries with clients
- Empathic, respectful and discrete; remains tactful and patient during stressful situations
- Experience working with refugees and individuals from diverse cultural backgrounds
- Understanding of intercultural family dynamics
- Demonstrated knowledge of BC Tenancy Act
- Proficiency with computers
- Ability to speak read and write in fluent English and in Middle Eastern Arabic language
- Valid Class 5 driver's license
- Current and satisfactory Criminal Record Check

Closing Date: November 30, 2016

TO APPLY

E-Mail: jobpostings@abbotsfordcommunityservices.com

Abbotsford Community Services

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Abbotsford, B.C. V2S 3S9

Fax: 604-859-6334

***Only selected applicants will be contacted. No phone calls please.**

Abbotsford Community Services is an equal opportunity employer.