

## **Homeless Prevention Program – Temporary Sick Leave fill**

- Date of Posting:** January 03, 2020
- Closing Date:** until filled
- Starting Date:** January 10, 2020
- Position Title:** HPP Program Coordinator
- Classification:** Integrated Program Coordinator 2 and Community Support Worker, Grid Level 12, Step 3
- Reports To:** Program Manager, Outreach & Advocacy Services
- Summary:** This position provides information and support to people, in identified risk groups, who are homeless or at risk of homelessness.
- Hours of Work:** 35 hours/week; Flexible hours, including weekends.

### **Key Duties and Responsibilities:**

- Supervise volunteer advocates.
- Assess clients' suitability to the program and clients' needs.
- Assist clients with personal goals, and connecting them to secure, stable accommodation
- Connect clients with community based support services that address their immediate needs.
- Recognize potential crisis situations, analyze and develop strategies to such situations.
- Help clients remain housed and live independently.
- Develop partnerships and liaise with other agencies, professionals, and the community.
- Build and maintain relationships with landlords and provide supports where appropriate.
- Maintain a case management system.
- Assist in program reporting, planning, development, evaluation.
- Promote public awareness of the program, participate in community speaking engagements, and participate in community advisory tables.
- Perform other related duties, as directed by Supervisor.

### **Qualifications:**

- A minimum of 2 years of experience in direct program delivery, preferably in the community social services sector
- Diploma in social services related field
- Knowledge of mental health issues & legislation pertaining to alcohol and drug issues, child protection issues, and issues related to poverty and landlord/tenants acts
- Experience with at-risk or homeless individuals and families

- Demonstrated sensitivity and responsiveness to cultural differences and commitment to the value of cultural competency
- Ability to communicate effectively both orally and in writing with staff, volunteers and community organizations.
- Satisfactory completion of a Criminal Record Search is a requirement of this position
- Use of own vehicle and valid BC driver's license.

**About Chimo Community Services Society**

Created in Richmond, British Columbia in 1973, Chimo Community Services now serves over 10,000 individuals and families each year from different cultural backgrounds, age groups, family lifestyles, and economic situations. Through nine program areas, Chimo provides diverse services from community building to prevention, from individual crisis support to advocacy, and from peer support to education. Chimo engages in collaborative community planning and develops innovative resources to address emerging needs.

Please apply to [hr@chimoservices.com](mailto:hr@chimoservices.com)

Thank you!