NOTICE OF JOB VACANCY (Posted: February 25, 2022 – March 11, 2022, or until position is filled)

Job Competition #: 2022-RAP-07

Position: Housing Search Workers – Second language in Arabic, Pashto, Dari, Farsi or Somali an asset
Resettlement Assistance Program – Welcome Centre – Surrey location
Two (2) regular, full-time positions at 35 hours per week starting immediately
Some weekends and evenings may be required; Days off – Sunday and another day

Summary:
Under the supervision of the Manager - RAP, the Housing Search Worker will provide in-office assistance to GARs (Government Assisted Refugees) staying at Welcome Centre/Hotels in their search for long-term rental housing within Metro Vancouver.

Responsibilities:
• Coordinates and monitors the housing search of all GAR units (family) during their initial stay at Welcome Centre. Keeps Welcome House Coordinator and RAP Case Worker informed of “housing search status” of GAR units. Informs RAP Case Management Supervisor and Manager of any issues with the housing search which might result in longer stay at Welcome House.
• Provides general information on Greater Vancouver rental market to GAR clients during Welcome House information session and individualized assistance, based on clients’ preferences, budget, and special needs.
• Provides a minimum of one housing options to GAR clients who need support in finding housing. Makes initial contact with landlord/building manager to get appropriate information (rental cost, superficies, etc.) and arranges for a visit.
• Accompanies GAR clients on housing visits as needed or arrange for a volunteer to accompany the client.
• Maintains a current listing of building managers renting to GAR clients and a listing of sources for finding housing options (list of websites, contacts, etc.).
• Liaises with landlords and building managers to facilitate renting opportunities for future clients.
• Orders furniture and household goods packages delivery to clients’ new permanent address and follow up on delivery related issues.
• Orders utilities, such as phone/cable/internet packages, gas and hydro, based on clients’ needs and preferences.
• Provides administrative support related to rental information such as, but not limited to, monthly listing of clients’ permanent addresses, completion of IRCC rental information forms and applications to BC Housing.
• Performs other related duties as assigned.
**Qualifications:**
Diploma in social services or other related field, OR an equivalent combination of education, training and experience acceptable to the employer. Minimum of one (1) years recent, related experience in settlement services. Second language in Arabic, Pashto, Dari, Farsi or Somali an asset.

**Skills and Abilities:**
- Demonstrated effective communication in both written and oral English.
- Proven ability to work with people from diverse backgrounds.
- Demonstrated ability to operate related office equipment.
- Demonstrated proficiency in Windows applications, software and databases.
- Possession of and ability to maintain a clear BC Criminal Record Check.

ISSofBC's mission and values emphasize inclusivity and recognition of individuals' unique talents. In recruiting and developing our staff, we see strength in diversity of backgrounds, lived experiences, and identities. We welcome and encourage applicants who bring new perspectives and experiences to our team.

Applications must include “2022-RAP-07” in the subject line and can be sent to: jobs@issbc.org

Closing Date: By 4 pm, Friday, March 11, 2022, or until position is filled

**Salary Rate:** $23.32 - $30.48 per hour. Education, training, experience, and internal equity will be taken into consideration.

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.