

Burnside Gorge Community Association

HOUSING OUTREACH WORKER

JOB SUMMARY

The Housing Outreach Worker will work with homeless families or those facing homelessness to assist with finding or maintaining housing, ensuring the family's well-being, and to promote family development.

WAGE & BENEFITS

- \$27.30/hour, 40 hr a week
- Paid sick leave
- Extended health and dental plan (50/50 cost split)
- Matched RRSP (up to 3%)
- 15 days paid vacation entitlement increasing with length of employment
- 20% discount at Burnside Boutique and recreation programs
- Opportunities for Professional Development

KEY RESPONSIBILITIES:

Work with Families:

- Work with families who are homeless, staying in motels or in transitional situations to obtain temporary or permanent housing
- With the family, collaboratively assess what supports are needed and assist them to access these supports, either directly or through existing community services
- Provide information that will allow families to make better-informed decisions for themselves and their children
- Recognize and assess crisis situations, then develop appropriate coping strategies with families
- Ability to respond appropriately to child protection concerns
- Ensure appropriate follow up of services
- Ensure fair and equitable access to resources and supports to which the families are entitled
- Advocate for families where appropriate
- Assist families placed in shelter units to access suitable, long-term housing and community services that meet their needs.
- Ensure housing maintenance of family shelter suites as necessary

Work with Service Agencies

- Keep an updated, comprehensive list of services available and liaise with agencies that offer such services
- Provide information about possible housing options in the community including market and non-profit housing
- Liaise with supportive landlords and motel owners/managers
- Liaise and maintain good communication with community partners and the community at large

Work with the Integrated Family Services Team:

- Attend and/or facilitate regular debriefing sessions with program manager and co-worker
- Review client progress

- Make recommendations with regard to the development and maintenance of the program and participate in program evaluations

Administration:

- Ability to effectively maintain client files, reports, and data base information needed for follow up and research purposes
- Strong organizational and time management skills

General:

- Other duties as assigned

QUALIFICATIONS

- Post-secondary degree in a related discipline (preferably CYC or BSW)
- Strong knowledge & understanding of the BC Residential Tenancy Act
- Thorough understanding of child protection legislation (section 13 and 14 of the CFSA)/Duty to Report
- Outreach and crisis intervention experience
- Skills, training, and ability to deal with a wide range of people who are deemed to be 'at-risk', specifically parents with children in their care
- Understanding of community-based capacity building approach
- Knowledge and understanding of issues impacting families
- Strong communication skills both verbal and written
- Demonstrated interpersonal skills
- Demonstrated ability and skills in community development
- Ability to work collaboratively and effectively within systems like the BGCA Integrated Family Service Team, BC Housing, and other community partners
- Strong knowledge and understanding of local resources for families
- Good writing, file management, and computer skills
- Knowledge and ability to work with a database
- Valid Class 5 driver's license and reliable vehicle
- First Aid certification

REPORTS TO:

Manager, Family Self Sufficiency & Housing Outreach

TO APPLY (Please submit a resume with cover letter to)

Burnside Gorge Community Association

Attn: Alys Pivetta

Email: Alys@burnsidegorge.ca

Mailing address: 471 Cecelia Road, Victoria, BC V8T 4T4