

# **Housing Outreach Worker**

## **Permanent / Full-Time**

### **INTERNAL / EXTERNAL POSTING - HO #18-005**

The Downtown Eastside Women's Centre is a Drop-in Centre and Emergency Night Shelter offering a wide variety of services to a diverse community of women and children living in the Downtown Eastside of Vancouver.

Reporting directly to the Specialized Services Program Manager, the Housing Support and Outreach Worker will provide Housing Outreach services within the Housing First framework to women who live in the Downtown Eastside of Vancouver, and supporting them in establishing and maintaining appropriate safe housing. She will work from a feminist perspective and within an anti-oppression framework.

#### **Primary Responsibilities:**

**Housing Outreach:** Increase the continuum of and access to housing, care and support services by connecting chronically homeless or at risk women with services through assisted referrals, accompaniment, and transportation where necessary. Provides information and advocacy to women in such areas as income assistance, housing, health services, drug & alcohol treatment and recovery, counseling, and education.

**Referral:** Assists women through the referral process to internal and external services such as housing, counseling, legal aid, health services, education, etc. to ensure a successful transfer of service.

**Resources:** Develops and maintains positive relationships with housing providers, including SRO's to assist women in accessing and maintaining housing. Administers the Housing Rental Supplement within the parameters established.

**Education and Programming:** Develops and facilitates educational workshops and programming related to housing issues. Develops and maintains links with other community agencies that work in the areas of housing/homelessness by attending meetings and community events.

**Administration:** Ensures funder reports accurately reflect contract requirement. Provides quarterly activity reports to the Management Team. Provides statistics and relevant data that will support fund development activities for the program.

#### **Qualifications:**

- Minimum 5 years related experience working with low-income women; at least 2 years in a women serving or inner city drop-in environment.
- Must have a strong working knowledge and analysis of the issues impacting women in the dtes including: violence against women; mental health; homelessness; and addictions.
- Candidate must work from strong feminist analysis and within an anti-oppression framework.
- Must have a strong working knowledge of the Housing First model as well as housing options for low-income community including social housing, cooperative housing; and affordability housing societies.

- Excellent writing skills including the ability to research and complete housing applications, and supporting documents.
- Understanding of and practices a trauma informed care response when working with women.
- Efficient organizational skills including record keeping, scheduling, and problem-solving abilities.
- Demonstrated administrative skills, including report writing.
- Demonstrated computer and IT aptitude.
- Experience providing outreach, accompaniment and advocacy.
- Skilled in program facilitation and development as well as working in partnerships with allied service providers.
- Strong conflict resolution skills and practice.
- Demonstrated crises intervention training and experience.
- Experience providing assisted referral as well as familiarity with support services, agencies and community resources in the Downtown Eastside.
- Excellent communication skills required, including the ability to work in a respectful and cooperative manner with co-workers, and Centre members.
- Ability to work within a chaotic environment and with a diverse community of women.
- A First Aid certificate is required.
- Candidate must undergo a criminal record check.
- Women with addiction issues need to be at least 2 years clean and sober.
- Class 5 Drivers license an asset.

**Position Details:**

- Start Date: ASAP / Permanent - Full-Time, 35hrs per week / Tues-Sat / 9 Day - Fortnight Schedule
- Union (BCGEU) - \$22.00 per/hr. + Generous Health & Welfare Benefits pkg. after 3 months.
- Location – DEWC Drop In Centre, 302 Columbia St. Vancouver
- Applications accepted until: Internal – September 10, 2018 / External – September 17, 2018 at 5:00pm

***Female Applicants only / Additional languages spoken an asset / Aboriginal Women and Women of Colour are Strongly Encouraged to Apply***

**Please submit resume and cover letter to the HR Administrator via e-mail, mail or fax to:**

302 Columbia Street, Vancouver, BC, V6A 4J1  
 Fax: 604-681-8470 Email: [humanresources@dewc.ca](mailto:humanresources@dewc.ca)

**\*\*NO PHONE CALLS PLEASE\*\***