

Housing Intake Worker

About DEWC

The Downtown Eastside Women's Centre exists to support and empower women and children living in extreme poverty in the Downtown Eastside of Vancouver. High levels of violence, homelessness, addictions and poverty characterize this community where women and children are particularly vulnerable to exploitation, injustice and injury. Through the Drop-In Centre and Emergency Night Shelter, we provide practical support to over 500 women and children daily to survive the conditions of ill health and violence that surround them.

The Opportunity

The Housing Intake Worker is responsible to provide intake, assessment and referrals to women accessing the Downtown Eastside Women's Centre. She will work with women who are at homelessness or at risk of homelessness and who live in the Downtown Eastside of Vancouver to assess their eligibility for the Housing Outreach program and support services. She will set up appointments and provide service referrals as appropriate. Reporting directly to the Specialized Services Program Manager, the Housing Intake Worker will work in collaboration with other DEWC staff to promote integrated services to women. She will work from a feminist perspective and within an anti-oppression framework.

About You

- ✓ You have at least 3 years experience working with low-income women, at least 2 years in a women serving or inner-city drop-in environment
- ✓ You will promote and articulate the mission, mandate, philosophy, and values of the Downtown Eastside Women's Centre and create positive relations with all stakeholders necessary in order to support DEWC objectives
- ✓ You are knowledgeable of the issues impacting women in the dtes, including gender-based violence, mental health, homelessness, and addictions with an understanding of trauma-informed care responses. You work from a feminist analysis and within an anti-oppression framework
- ✓ You 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.
- ✓ You have excellent writing skills including the ability to research and complete housing applications, reports, and supporting documents.
- ✓ You have efficient organizational skills including record keeping, scheduling, and problem-solving abilities

- ✓ You can remain calm and focused while working within a chaotic and crises environment
- ✓ Experience providing assisted referral as well as familiarity with support services, agencies and community resources in the Downtown Eastside.
- ✓ You have or will obtain a First-Aid, NVCI, and Food Safe Certificate

Benefits of Joining the DEWC Team

Healthcare: Our extended health program includes MSP premiums, dental, vision, prescription medications, select alternative therapies, life insurance and long-term disability. We also have an Employee and Family Assistance program.

Vacation & Leave: You accumulate vacation at 6% in the first year and then 8% with the ability to carry over one week into the next year. We offer sick leave credit which can accumulate up to 30 weeks. Access to other special leaves to handle family or personal situations.

Other perks: An employee loan program; Regular staff development days; First crack at open positions; Training and facilitation opportunities.

POSITION DETAILS:

- Start Date: ASAP / Temporary - Full-Time, 35 hours per week / 9 day fortnight schedule, Tuesday – Saturday
- Union (BCGEU) - \$23.50 per hour + generous benefits
- Location – Drop-In Centre, 302 Columbia St, Vancouver
- Applications accepted until: Internal – September 1, 2020 / External – September 8, 2020 at 5:00pm

Please submit cover letter and resume to the attention of: **Housing Intake Worker Hiring Committee**

ID#HI20-001 via email careers@dewc.ca

Indigenous women and women of colour are strongly encouraged to apply / Additional languages spoken an asset.

****While we thank all applicants for their interest, only shortlisted candidates will be contacted****