

Housing Intake Worker

About DEWC

The Downtown Eastside Women's Centre (DEWC) exists to support and empower women and children, living in extreme poverty in the Downtown Eastside of Vancouver, who are particularly vulnerable to violence, exploitation, injustice and injury. Through low barrier Drop-In Centers and Emergency Shelters, DEWC provides basic need services, programs, and specialized supports to over 700 women and children daily to help them survive the conditions that surround them. See website (www.dewc.ca) for details on our mission and mandate as well as programs and services.

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 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 2 years experience working with low-income women & in a women serving or inner-city drop-in environment
- ✓ You can promote and articulate the mission, mandate, philosophy, and values of DEWC
- ✓ You are knowledgeable of the issues impacting women in the DTES, including gender-based violence, mental health, homelessness, and addictions
- ✓ 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 or will obtain First Aid and NVC1 certification

Benefits of Joining the DEWC Team

Healthcare: Extended health & dental coverage including vision; prescription medications; alternative therapies; EAP; life insurance; and long-term disability

Paid time off: 3 weeks paid vacation in the 1st year, 4 weeks after 1 year; 13 paid statutory holidays; 12 paid sick days annually; and access to time off to handle family or personal situations

For your Retirement: Enrolled in the Municipal Pension Plan with a matching contribution from DEWC

Other perks: Compressed work schedule; employee loan program; regular staff development days; and DEWC employees are considered first for any open positions

POSITION DETAILS:

- Permanent– Full-time, 9 day fortnight schedule
- Union: BCGEU / Salary \$24.23 hr.
- Posting Closing Date: Open until the position is filled Start Date: ASAP

Submit cover letter and resume to: **Housing Intake Worker hiring** via email careers@dewc.ca

For full job description visit: www.dewc.ca/careers

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

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