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|  | **Housing Case Support** | | **July 2024** |
| 1. **Position Information** | | | |
| **Position Title**  Housing Community Support Liaison | **Department**  Housing | | **Location**  Calgary - YYC |
| 1. **Position Summary** | | | |
| The Housing Community Support Liaison (HCSL) provides support to women during their residency and upon their transition from Dana’s House Transitional Housing Program. The HCSL assists the Dana’s House Team Lead with case support for existing residents and for the women after exiting the program to increase their stability after their transition.  **Key Outcomes/Measures of Success:**   1. Indigenous women are empowered to their true potential 2. Indigenous women achieve success towards a healthy transition 3. Indigenous women remain stable in housing | | | |
| 1. **Major Duties** | | | |
| 1. Accountable to the Dana’s House Team Lead - Works under the direction of the Dana’s House Team Lead on case planning, supports and augmenting the overall needs of the women and the house. 2. Provides resources and supports to women who are working on their transitional plans to support their ongoing recovery, mental wellness and cultural connections with the guidance and direction of the Team Lead. 3. Assists with women who may not be a fit for the program with alternative resources and supports for detox, treatment, shelter or housing. 4. Assists with move outs into housing and transitions out of the program 5. Ensures housing transitions are successfully conducted – i.e.: housing set up and appropriate income supports in place and 6. Provides community case support (home visits) through resources, referrals as well as is an emotional support system to women who have transitioned from 3-12 months 7. Assist with restabilizing women who may have been exited from the program before successful transitions into alternative housing. 8. Works collaboratively with community networks related to housing and homelessness 9. Contributes to supporting night staff with on site programming and managing the day-to-day including prepping and clean up from evening programming. 10. Conducts all necessary documentation, processes and evaluations as outlined. | | | |
| 1. **Knowledge and Skills** | | | |
| **Exhibited Skill Sets:**   * Strong communication and interpersonal skills. * Effective self-management skills with demonstrated ability to prioritize and manage multiple tasks * Impeccable organizational skills to provide accurate and timely documents and paperwork * Ability to work independently and effectively as part of an integrative team.   **Cultural:**   * A strong understanding of Indigenous issues, social justice advocacy, diversity and anti-oppressive practice. * Strong cultural knowledge and understanding of traditional and ceremonial teachings * Understanding of how to work effectively with Elders, Sacred Teachers and Knowledge Holders and follow traditional protocols * Indigenous language an asset but not required. | | | |
| **Formal Education** | | **Applicable Experience** | |
| * Undergraduate or diploma in justice, social work, or other related * In cases where a degree has not been secured – relevant experience may be considered in lieu of the educational requirement | | * 1-2 years’ experience minimum * Proficiency in Microsoft Office, specifically Publisher, Word, Excel, Outlook, TEAMS, Google Networks * Excellent oral and written communication skills | |
| 1. **Review of Existing Position** | | | |
| Original description – updated and approved February 18, 2023 | | | |
| 1. **Salary and Benefits** | | | |
| **Term Position –** Contracted – Regular Salaried  **Base Annual Salary Range –** $49,920-52,000 - Depending on experience  **Weekly Hours –** 40 hours per week  **Benefits –** 65% of benefits package includes dental, health, insurance, long term disability  **Pension –** 3% RRSP employer contribution – with minimum 1.5% employee contribution to RRSP or TFSP  **Vacation –** 3 weeks annual vacation  **Wellness Days –** 4 – 1 per quarter as per the contractual agreement  **Paid Time off –** 12 annual sick days, extra approved time off during Christmas vacation and 14.5 Stat and approved holidays. | | | |
| 1. **Competition Deadline and Contact** | | | |
| Send Resume and Cover Letter to: | | | |