



# Stella's Circle

Creating Community Together

## Housing Focused Case Manager Housing Services

### About Us

Award-winning. Inspiring. Values-driven. Entrepreneurial spirit. These are some of the words that describe Stella's Circle, a leading social justice organization that works with over 1,500 people each year to help transform lives through housing, mental health, and employment.

### The Position

We are currently looking for a Housing Focused Case Manager to join our Housing Services team. This position is located at the Brian Martin Housing Resource Centre which offers a range of services including homelessness prevention, case management, diversion, rapid rehousing and long-term affordable housing options.

Under the direction of the Program Manager, you will be responsible for providing individualized case management services to persons experiencing homelessness who are in emergency shelter. The Case Manager serves as the central part point of contact for individuals, as they navigate the transition form homelessness to long term stable housing. The candidate will have strong case management experience necessary to assess, plan and develop housing focused interventions. Using a strengths-based approach, you will meet participants where they are and support them to develop and implement goals in an effort to make positive changes in their lives. You recognize the complexity of this population, and your interventions are grounded in Housing First principles, Harm Reduction and Motivational Interviewing. You also have strong communication skills and are comfortable with giving presentations to internal/external audiences. Experience working in a leadership role would be an asset.

### What You'll Do

Duties include but are not limited to:

- Provide case management to individuals experiencing chronic homelessness.
- Provision of leadership and direction to Housing Support Workers who are supporting mutual participants to carry out individualized case plans.



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- Conduct comprehensive assessments of the person's needs; develop a housing plan with each program participant with the goal of housing stability and homelessness prevention.
- Provide clinical supports including developing case plans and crisis intervention as needed.
- Interview individuals who are homeless/at risk of homelessness while reviewing past housing history and identifying possible barriers to obtaining and retaining housing.
- Assess and verify tenancy problems such as late payments, damage or lease violations, income and financial assistance needs and assist tenants with these problems.
- Liaison and recruitment of landlords to successfully house tenants of the program.
- Help participants recognize, develop and utilize the support networks in their lives.
- Conduct risk assessments and establish safety plans with participants.
- Consult with other community agencies or government agencies as necessary and as agreed to by our participants.
- Participate in program and policy development by continuously re-evaluating forms and processes of everyday tasks and conveying any concerns to your Program Manager.

## What You'll Bring

Skills and Qualifications are as follows:

- A minimum of an undergraduate degree in Social Work, Psychology, Sociology or equivalent university education in the social sciences with 3 years' direct experience assessed as being relevant to the target population being served.
- Experience providing case management services to those experiencing serious mental illness/addictions.
- Knowledge of the homeless services sector and issues which face homeless individuals.
- Knowledge, understanding and commitment to the Housing First model and philosophy.
- In-depth knowledge and experience in areas such as housing, homelessness, mental health and addictions, trauma, conflict resolution and crisis intervention.



# Stella's Circle

Creating Community Together

- Excellent clinical, analytical and problem-solving skills.
- Excellent documentation, time management, communication and interpersonal skills.
- Knowledge of income assistance benefit programs and landlord/tenant laws.
- Ability to work flexible hours.
- Must have a Certificate of Conduct and Vulnerable Sector Check, a valid First Aid/CPR Certificate and ASIST training.
- Must be able to do an Enhanced Reliability Status Clearance with Public Service Procurement Canada.
- Must have a valid driver's license and access to a safe vehicle for work purposes.

## The Details

This is a full-time permanent position. The salary range is \$63,995.58 - \$69,214.71. Stella's Circle offers health and dental, long term disability insurance, life insurance, matching RRSP plan, birthday leave, sick leave, personal leave and three weeks' vacation in addition to a flexible work environment.

## How to Apply

Please send cover letter and resume by October 18<sup>th</sup>, 2024 to:

Human Resources Specialist  
Stella's Circle  
Email: [recruitment@StellasCircle.ca](mailto:recruitment@StellasCircle.ca)

## About Stella's Circle

Stella's Circle is a nationally celebrated charitable organization with a mission to help transform lives through Real Homes, Real Help and Real Work. Our wrap-around housing, mental health, and employment programs are rooted in recovery and inclusion. Our vision is A Home. A Job. A Community – for everyone. Learn more at [StellasCircle.ca](http://StellasCircle.ca).

Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals and ensuring full and equal participation for each individual in our community. We treat all people with



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respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from people of colour, people of diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.

