



# Stella's Circle

Creating Community Together

## Housing Resource Worker 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

An integral member of our Housing Services team, you will be joining a dynamic staff group whose work is critical to supporting the operations of the organization. As a Housing Resource Worker, your primary role is to provide support and guidance to clients who are seeking safe and affordable housing solutions while assessing and triaging resource centre drop-in clients. You will assist individuals in finding appropriate housing options and navigating various housing-related resources and services.

### What You'll Do

- Conduct thorough assessment of clients' housing needs, preferences and circumstances.
- Identify any special requirements or challenges that may affect the housing search.
- Research and compile a list of available housing options based on clients' criteria.
- Assist clients in understanding housing listings, rental agreements and lease terms.
- Provide guidance on the application process and required documentation.
- Connect clients with relevant housing assistance programs, subsidies and community resources.
- Refer clients to social services, financial assistance programs and supportive agencies as needed.
- Develop individualized housing plans for clients, outlining steps and milestones for achieving stable housing.
- Maintain accurate records of client interactions, progress and outcomes.
- Follow up with clients to track their housing search progress and offer ongoing support.
- Educate clients about their rights and responsibilities as tenants.
- Advocate on behalf of clients to address housing-related challenges and ensure fair treatment.
- Provide information about eviction prevention strategies and tenant rights.



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- Collaborate with local housing agencies, shelters, non-profit organizations and landlords to enhance housing options.
- Participate in community events and workshops to raise awareness about housing resources.
- Assist clients facing housing emergencies by providing immediate support and connecting them with emergency housing services.
- Maintain accurate and confidential client records and data in accordance with organizational policies.

## What You'll Bring

- Bachelor's degree/diploma in social sciences, human services or a related field. Equivalent combination of education, training and experience will be considered.
- 3 years experience in a similar role.
- Knowledge of local housing market trends, housing assistance programs and tenant rights.
- Strong organizational skills and time management abilities.
- Excellent interpersonal skills.
- Effective communication skills, both written and verbal.
- Proficiency in record keeping and data management.
- Ability to work collaboratively in a team-oriented environment.
- Empathy and sensitivity when working with diverse populations.
- Eagerness to learn and take on new challenges.
- Criminal Record Check and Vulnerable Sector Check.
- Enhanced Reliability Status with the Public Services and Procurement Canada.

## The Details

This is a full-time permanent position. The hourly rate for this position is \$21.49 - \$23.57. 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.

## How to Apply

Please send cover letter and resume by June 2<sup>nd</sup>, 2025 to:

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



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## 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](https://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 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.

