



**Stella's Circle**  
Creating Community Together

## **Housing Case Manager Just Us Women's Centre**

### **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**

Under the direction of the Program Manager, you will be responsible for the assessment and provision of housing related supports to women and gender diverse people who have been involved with the justice system. Using a recovery, trauma, and gender informed lens, you will meet participants where they are and assess needs using a strengths-based approach.

### **What You'll Do**

- Develop professional and caring relationships with the participants you are supporting.
- Assess housing needs and collaboratively create transition and support plans while participants are incarcerated.
- Support participants in all aspects of housing including: searching, system navigation, moving, landlord-tenant agreements, financial resources, and eviction prevention. Help participants move belongings and assist with housing-related appointments.
- Navigate housing and mental health systems and services with participants, supporting connection to external support options.
- Provide support at court when required.
- Liaise with other agencies who provide services and support to this population.
- Liaise and partner with landlords to arrange and maintain housing.
- Collaboratively develop a housing plan with participants outlining goals for success and the supports needed.



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- Support participants to identify and develop their support networks, arranging additional supports as needed, based on housing plan and goals. Help prevent homelessness by identifying those at risk of losing their housing arrangement and intervening as needed.
- Focus on crisis-prevention through identifying strengths, supports, risks and developing action plans.
- Ensure all documentation, case management reports, and impact measurements are up to date and complete

## What You'll Bring

- Have a post-secondary degree in a social sciences field such as social work, psychology or sociology. Equivalent combination of education, training and experience will be considered.
- Must be registered with appropriate governing body (if applicable) such as the Newfoundland and Labrador College of Social Workers.
- Have a minimum of 3 years' direct work experience with target population and/or the housing and homelessness sector.
- Have knowledge, understanding and commitment to the Housing First Model.
- Have knowledge and experience in: housing, homelessness, mental health, substance use health, recovery, harm reduction, trauma, and gender.
- Have experience in partnership-based programs and services with excellent knowledge of resources available.
- Experience with the criminal justice system considered an asset,
- Excellent analytical and problem-solving skills.
- Demonstrated skills in the areas of documentation, time management, attention to detail, communication, organization and interpersonal connection,
- Must have a valid driver's license, and access to a safe vehicle for work.
- A Criminal Record Check and Vulnerable Sector Check are required for this position.
- Enhanced Reliability Status Clearance is required for this position.
- Travel outside the St. John's and surrounding area is required for this position.
- Must have a valid First Aid/CPR Certificate.



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## The Details

This is a full-time contract position until March 31, 2026, with the possibility of extension. The hourly rate for this position is \$35.88. Stella's Circle offers health and dental, long-term disability, 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 July 3<sup>rd</sup>, 2025 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](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.