



## **Job Opportunity: Housing Support Worker**

### Company Overview:

Stella's Circle is a leading community organization with a staff of over 100 employees and works with more than 1000 participants each year, providing housing, counselling and employment services.

### Position Overview:

An integral member of our Housing Services team, you will be joining a dynamic staff group who offer a range of services that include homelessness prevention, rapid re-housing, case management services and long-term affordable housing options. As a Housing Support Worker, you will be responsible for working closely with the housing team to support individuals who have complex medical, social and psychological problems. You will play a vital role in working from an eviction prevention philosophy to enhance housing stability and you will provide a range of housing supports to participants and landlords.

### Key Responsibilities:

- Assist participants in all aspects of housing – searching, moving referrals, developing landlord-tenant agreements, financial resources, etc.
- Provide direct support and education to private landlords who rent to clients as well as seek out and develop private landlord market for potential rentals.
- Consult with the Program Manager and Case Managers to assess individual needs and provide the level of support that is required.
- Submit all required data and reports to Program Manager in a timely manner.
- Provide problem solving, crisis intervention and conflict resolution to participants.
- Provide support to participants in their homes in the areas of life skills and community integration.
- Assist participants to take an active role in identifying and accessing services and program that will meet their needs and improve their quality of life.
- Work with the Tenant Relations staff to provide eviction prevention services to participants and landlords.
- Assist in the development of supportive programs and services (ie: life skills, recreational activities).
- Adapt to ever changing needs to ensure flexibility to respond to changes and/or crises.
- Work with participants to help them explore and access educational and employment opportunities.
- Perform minor maintenance and repairs such as fix a leaky faucet, put up a shelf, etc. while assisting and training tenants to complete the same.

Qualifications:

- Diploma in social sciences, human services or a related field. Equivalent combination of education, training and experience will be considered.
- At least three years of experience in a similar role.
- Experience working with individuals who face issues of homelessness, mental health problems and addictions.
- Good assessment skills relating to participants and an ability to determine when interventions are required.
- Understanding of, and a commitment to, a relationship-based approach to work.
- Knowledge of local housing market trends, housing assistance programs and tenant rights.
- Strong organizational skills and time management skills.
- Excellent interpersonal skills.
- Ability to work collaboratively in a team-oriented environment.
- Criminal Record Check and Vulnerable Sector Check.
- Enhanced Reliability Status with the Public Services and Procurement Canada.
- Valid driver's license and vehicle are required for this position.

The Details:

This is a full-time position. 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. The salary for this position is \$41,905.50 - \$45,961.26.

Please send cover letter and resume by September 20<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 leading community organization that works with over 1000 participants each year, providing employment services, residential and non-residential counseling and supportive housing. Details: [www.StellasCircle.ca](http://www.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 all qualified people, including racialized people, 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.