



Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Housing Outreach Worker

Transitional Services

Job Purpose

As Housing Outreach Worker for the Intensive Case Management Team (ICM Team) you are responsible for initially compiling information on potential participants, assessing and, later, assisting participants in identifying and securing housing. You will provide resources to aid in creating housing sustainability with the ICM Team's participants through a collaborative exploration of a participant's needs and barriers. This will include assisting participants in the development of relationships with landlords, providing resources for housing start-up requirements, developing and maintaining a database of landlord contacts, and identifying appropriate resources to create sustainability with the assistance of the rest of the ICM Team staff.

Duties and Responsibilities

Service Delivery

- Use intake, assessment, and referral skills and tools to assist potential participants' to explore their personal life skills, goals and encumbering issues.
- Develop case histories of potential participants.
- Coordinate initial goals and services identified and required by participants through the use of Individual Service Plan development.
- Be able to assist the participants in navigating, and accessing the appropriate funding bodies attached to the Alberta government.
- Coordinate and liaise housing accessibility with program participants.
- Coach and model participants towards developing sustainable relationships with landlords and other service providers using best practices.
- Provide support and guidance to participants as they transition into housing.
- Assist the participant in acquiring resources for housing start-up requirements.
- Develop and maintain a database of landlord contacts.
- Other duties may be assigned as required.

Administration

- Responsible for participant intakes, the subsequent compilation of participant histories, initial assessments and initial Individual Service Plans.
- Assist the streaming of participants to other service providers at point of contact, be they within or without E4C's continuum of service.
- Responsible for transitioning the participant's Individual Service Plan from Intake, through housing and to the Follow-Up Support Worker phase of the ICM Team's process.
- Responsible for participant move in reports.
- Responsible for participant housing inspection reports.
- Other duties may be assigned as required.

Health and Safety

- Understand and adhere to HR Policies and Procedures related to health and safety.
- Other duties may be assigned as required.

Qualifications

- Candidates will possess a post-secondary education, a minimum of 1 year's experience, and a proven ability to effectively intake and assess homeless women dealing with a multitude of barriers including poverty, addictions, mental health, and sexual exploitation.
- Candidates will possess a working knowledge of the Alberta government's financial resources available to participants.
- Strong work ethic.
- Candidates will possess a working knowledge of Alberta's Landlord/Tenancy laws.
- RCMP Security Clearance, Child Intervention Check clearance, First Aid, and Suicide Intervention certificates.
- Excellent interpersonal and communication skills.
- Creative problem solver and team player.
- Use of personal vehicle and necessary insurance.
- Capacity to utilize E4C and program equipment

Working Conditions

Flex schedule, based on a 40 hour work week, in order to provide support to designated participants on an as-need basis to encompass a wrap around support service. Alternating on-call responsibilities to designated participants, coverage and ongoing communication with the rest of the Intensive Case Management Team.

Salary Scale

Starting: \$19.13/hr plus benefits

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.