



## JOB POSTING

**Title:** Housing Intake Worker (Navigation)

**Hours of Work:** Monday to Friday 8:30am to 4:30pm, 37.5 hours per week

**Probationary period: 4 months**

### **Society Profile:**

Seniors Services Society of BC is a community-based non-profit charity located in New Westminister, B.C. We support older adults (60+) who are homeless or at risk of homelessness with housing navigation services. In addition, we provide non-medical practical support for older adults (60+) in New Westminister to promote independent living and offer Housing Navigation training to support individuals and agencies assisting seniors provincially.

### **Purpose:**

Within the vision and mission statements of the Society, reporting to the Navigation Team Lead or Designate **Seniors Housing Navigator** will be responsible for providing case management services for seniors who are experiencing housing related issues that include homelessness or at-risk of becoming homeless. The current issues seniors face are complex and this position is responsible for providing guidance and outlining realistic action steps for both seniors and stakeholders to arrive at a resolution.

### **Salary and Benefits**

- Salary will depend on the applicant's qualifications, experiences, and skillset.
- Range of pay: \$48,750 to \$52,700/annually based on experience and skillsets.
- RRSP contribution match up to 2% after 24 consecutive months of employment with the Society.
- Paid time off between Christmas and new Year Day.
- Post 4-month probation the following will be provided: Day in lieu of birthday day, wellness leave, paid time off.

### **Key Responsibilities:**

- **Handle Housing Inquiries:** Respond to housing-related inquiries that have been escalated from the Information and Referral specialist.
- **Provide case management services** to address the specific needs and concerns of clients inquiring about housing.
- **Referrals to Internal Resources:** Make referrals to internal resources such as Outreach Services, Temporary Housing Program, and Homeless Prevention Program based on the individual needs of clients.



- Emergency Shelter Assistance: Assist homeless clients in accessing emergency shelter and relevant support services, ensuring their immediate needs are addressed.
- Networking and External Referrals: Build and maintain a network with various service providers in the community. Make external referrals for clients as needed, collaborating with organizations such as health authorities and mental health support programs.
- Community Representation: Represent the agency in the community as requested, possibly attending events, meetings, or collaborating with other community stakeholders.
- Eviction Prevention: Collaborate with building managers and landlords to prevent evictions of clients, when necessary, potentially involving negotiation and mediation.
- Maintain accurate and appropriate records as required for client cases. Prepare reports as requested, providing insights into the agency's activities and impact.
- Other duties as required.

### **Qualifications:**

- Post secondary education in any of the following categories: community social service, mental health and addiction, or gerontology. A bachelor's degree is preferred. Or equivalent life and work experience.
- Minimum one year experience working with those who are homeless, living with mental illness and/or addiction.
- Knowledgeable in community resources for seniors.
- Understanding of systems that can lead to homelessness and/or poverty.
- Workshop facilitation experience both in-person and virtually.
- Attention to details and ability to manage data by using Excel spreadsheets or an equivalent data tracking system.
- Possess skills and comfort in community engagement activities.
- Non-Violent Crisis Intervention certificate an asset.
- First Aid certificate an asset.
- Must be willing to provide a criminal record check with the vulnerable sector clearance.
- Ability to balance work/life.

### **Job Details:**

This is a full-time regular position (37.5 hours per week), Monday to Friday, 8:30am - 4:30pm, some evenings and weekends as needed.

### **How to Apply:**

Please submit your resume and cover letter via e-mail or fax only.

**NO PHONE CALLS PLEASE. We thank for all applicants; however, only qualified candidates will be contacted. OPEN UNTIL FILLED.**

**Contact:** Kyoko Takahashi Email: [kyoko@sssbc.ca](mailto:kyoko@sssbc.ca) or [admin@sssbc.ca](mailto:admin@sssbc.ca)