

JOB POSTING

Title: Seniors Housing Navigator

Hours of Work: 37.5 hours per week permanent, full-time

Compensation: Range of pay: \$50,700 to \$54,600/annually based on experience and skillsets

Probationary period: 4 months

Society Profile:

Seniors Services Society is a non-profit charity located in New Westminster, BC which provides support services for seniors in New Westminster to live independently, as well as housing information across BC and outreach services for seniors in the Lower Mainland.

Position Overview:

The Seniors Housing Navigator supports older adults experiencing or at risk of homelessness by providing individualized assistance, accessing community resources, and liaising with landlords, housing providers, and support services to secure and sustain stable housing.

Salary and Benefits

- Salary will depend on the applicant's qualifications, experience, and skillset.
- Range of pay: \$50,700 to \$54,600/annually based on experience and skillsets (\$26 – 28/hour)
- Paid time off between Christmas and New Year Day.
- Upon successful completion of the 4-month probation, the following will be provided: Comprehensive group benefit package, Paid day-off for birthday, Training allowance, & Vacation days.

Key Responsibilities

Client Support

- Handle housing-related inquiries escalated from the Information and Referral Specialist and conduct needs assessments for appropriate service referrals.
- Assist seniors experiencing homelessness or who at risk of becoming homeless seniors in accessing emergency shelter, temporary housing, and support services, including health authorities and mental health/addiction programs.
- Advocate for clients to address housing barriers, working to secure safe, affordable, and long-term housing solutions.

Resource Coordination and Referrals

- Make referrals to internal resources (e.g., Outreach Services, Temporary Housing Program, Homeless Prevention Program).
- Source and maintain relationships with service providers, landlords, and community agencies to support client needs.
- Liaise with building managers and landlords to mediate and prevent evictions when necessary.

Community Engagement and Advocacy

- Represent the organization at community meetings, events, and workshops to enhance partnerships and raise awareness of seniors' housing issues.
- Facilitate workshops for seniors, both in-person and virtually, on housing navigation and related topics.

Administration and Reporting

- Maintain accurate and up to date client records in compliance with agency standards and privacy regulations.
- Track outcomes, Maintain accurate and up to date client records using systems such as Excel or specialized software, and prepare reports as required.

General Duties

- Provide coverage for information and referral sources when needed.
- Other duties as assigned to support organizational goals and operational needs.

Qualifications

- **Education:** Post-secondary education in community social service, mental health and addiction, or gerontology. A bachelor's degree is preferred but equivalent life/work experience is considered.

Experience:

- Minimum one year working with individuals facing homelessness, mental illness, or addiction.
- Familiarity with community resources for seniors and systemic causes of homelessness.

Skills:

- Workshop facilitation experience in both in-person and virtual environments.
- Strong organizational skills and attention to detail, with proficiency in data tracking (e.g., Excel or equivalent systems).
- Excellent time management, work independently & efficiently with minimal supervision.
- Community engagement and interpersonal skills to collaborate with diverse stakeholders.

Certifications:

- Non-Violent Crisis Intervention (preferred), First Aid (preferred), valid criminal record check with vulnerable sector clearance.

Attributes:

- Empathy, adaptability, problem-solving, and ability to maintain work-life balance and contribute to a positive work environment



Range of pay is \$50,700 to \$54,600/year based on the applicant's experience and skillset. This is a full-time position: 37.5 hours per week, Monday to Friday, 8:30 am to 4:30 pm

TO APPLY: Please email your cover letter and resume to Linda Geldenhuys, Senior Manager, Administration and Support at lindag@sssbc.ca. No phone calls, please.

We thank all interested applicants. Only short-listed applicants will be contacted for interviews.