


<b>HOUSING SUPPORT WORKER JOB DESCRIPTION</b>		
	Department	Specialized Team
	Immediate Supervisor	Service Supervisor
	Location	Sudbury or Manitoulin
	Salary Range	Not placed on Salary Grid.
	Employment Status	Contract to March 2020 (potential extension pending funding availability)

## **GENERAL DESCRIPTION**

Reporting to the Specialized team Service Supervisor, the Housing Support Worker (HSW) is primarily responsible for providing housi.

ng support to youth by locating and sustaining long term housing for youth aged 16 to 17 years of age who are in a Voluntary Services Agreement (VYSA), whom are yet to enter in a VYSA; and, who are identified at risk. The HSW is not only responsible for empowering the youth by the development and execution of the youth's housing goals, but also supporting the youth in the identification, access and navigation of service systems relevant to their specific needs, participation in case planning and wrap around service delivery in a culturally appropriate way. The Housing Support Worker will work in a professionally and culturally appropriate manner that is consistent and cognizant of the KGCFS philosophy and local Anishinabek customs and traditions.

## **POSITION SUMMARY**

The Housing Support Worker (HSW) will help youth to develop and pursue their housing goals, and will support them to identify, access and navigate service systems relevant to their specific needs. The HSW will also support youth to connect to existing supports and resources within their communities including education resources, employment services and training, life skills training (e.g. financial management, household management), health and mental health services and legal services). The Housing Support Worker functions as a member of a service team in supporting the youth and ensuring culturally appropriate services.

## **Service Responsibilities**

Under the direction of the Service Supervisor, the Housing Support Worker is responsible for:

- Provide a respectful, safe, and culturally relevant environment that respects each youth as an individual.
- Engage with youth in a way that empowers them to move towards a more holistic lifestyle.
- Advocate for the specific housing needs of eligible youth between the ages of 16 and 17 years old to First Nation services, off-reserve services and other local housing providers.
- Meet with youth regularly and provide HSW services as required, including after regular working hours.
- Collaborate with Kina Gbezhgomi's Youth in Transition Worker (YITW) through peer consultations; and, participate in Agency delivered workshops and services that will help both programs and community based workers providing housing support to youth leaving care.
- Assist youth with identifying their housing needs, searching for and viewing housing and applying for housing.
- Advocate on behalf of the youth and provide coaching and guidance to empower them to represent themselves when interacting with potential landlords.
- Provide ongoing support to youth to sustain/keep housing such as life skills, programming available, financial management, budgeting, household management and tenant obligations.
- Network and partner with various agencies in the Greater Sudbury/Manitoulin District, services within the community to inform them of the HSW program; and, to become aware of the services available in the community to support the needs of youth accessing the program.
- Educate self and clients on changes to OW/ODSP benefits and programs to assist with start-up costs and utility entitlements.
- Connect youth transitioning to employment and education services, addiction and mental health supports, culturally specific supports, and crisis supports; and, refer to necessary services to help clients with the opportunity to participate in culturally relevant, safe programming and activities, including but not limited to ceremony, Elder consults, traditional crafts, and use of medicines.

- Create and delivers workshops on the Housing Support Worker program.
- Ensure confidentiality, and shows respect, patience and empathy towards clients.
- Maintain accurate up to date client files, case notes and document in the Agency's case management system.
- Organize and participate in public education seminars, workshops, groups and training for youth, parents and service providers.
- Ensure that the youth's rights are respected and addressed in accordance with legislation and agency policies and procedures.
- Maintain service statistics and a system of documentation and reporting that is consistent with the standards and procedures of the service delivery process, legislation and practices of Kina Gbezhgomi Child and Family Services.
- Ensure all data, forms, reports and necessary documentation are accurate and submitted within established timelines as identified in the service delivery manual, policies and procedures manual and service mandate.
- Ensure the implementation of safety and well-being practices. This includes being knowledgeable of universal care precaution practices, emergency systems and procedures in dealing with crisis situations, communicable diseases, and duty to report.
- Exhibit organizational time management skills, accountability, reliability, and punctuality.

### **Organizational Responsibilities**

As a representative of Kina Gbezhgomi Child and Family Services, the Employee is responsible for:

- Reflecting and interpreting the Agency Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- Acting in accordance with relevant legislation and Agency Policies and Standards and Procedures;
- Proposing changes within Kina Gbezhgomi Child and Family Services that would improve the quality of service to Anishinabek children, families and communities;
- Developing and maintaining respectful cooperative working relationships that will contribute to the integrated, seamless delivery of services to Anishinabek children, families and communities;
- Understanding his/her role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- Knowledge and understanding, respect and sensitivity of the Anishinabek culture, traditions and the Seven Grandfather Teachings;
- Ensuring accuracy, confidentiality and safekeeping of agency records; and,
- Participating constructively in the supervision process with the immediate Service Supervisor.

### **QUALIFICATIONS:**

#### **Education and Experience**

- Must have a minimum accredited college diploma in the Social Services field, or related diploma deemed appropriate.
- Must have two (2) years work experience in the delivery of social service programming targeting youth and families, preferably within an Anishinaabe community and/or organization.
- Proven work experience with vulnerable persons, youth in particular, and knowledge of victims issues surrounding and relating to housing.
- Demonstrated experience in client advocacy with providing services to Anishinabek Youth and communities.
- Traditionally earned learning through hands on experience about Indigenous cultural beliefs, values, customs, traditions, healing ways, ceremonies, and protocols.
- Life experience and knowledge of and sensitivity to values, beliefs, and needs of the Anishinaabe community.

#### **Knowledge**

- Working knowledge of community resources, programs and services (Ontario Works, Ontario Disability Support Program, Post Secondary School Programs) along with the application and referral processes.
- Knowledge of at-risk youth-related issues, such as addictions, human trafficking, sexual orientation/identity, peer/social culture, human development, violence, teen pregnancy and gangs.
- Knowledge and understanding of flexible, diverse, traditional and non-traditional support, advocacy and intervention processes.
- Knowledge and understanding of harm reduction philosophy and working strategies.
- Knowledge and understanding of the Child, Youth and Family Services Act, the Mental Health Act and other relevant legislation.

**Skills and Abilities**

- Proven ability to establish an excellent rapport with youth; and, working with Youth and Anishinaabe communities.
- Strong organizational and administrative skills coupled with proficient soft-ware computer skills
- Personal attributes include; strong interpersonal skills, initiative, flexibility, and well developed communication skills.
- Demonstrated proficiency in crisis intervention, conflict resolution, and mediation.
- Effective problem solving, advocacy and assessment skills.
- Ability to understand or speak the Anishinaabe language would be considered a definite asset.

**Conditions of Employment**

- Must provide a clear Police Records Check with Vulnerable Sector Screening Check;
- Must possess a valid standard First Aid/CPR certificate or be willing to obtain one;
- Must have a class ‘G’ Ontario Driver’s License, access to a personal vehicle and be able to travel; and,
- Ability to work flexible hours as determined by the Supervisor or designate in relation to service delivery requirements.

**Physical Demands & Work Environment**

- The traditional practices of the Anishinabek will expose staff to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage or cedar that will occur within the workplace or work setting.
- While performing the duties of this job, the “Position” will typically be in an office setting, the delivery of activities likely will be off site.
- The employee can expect to work a flex schedule that may require work overtime when required or during emergency situations.
- The employee may be exposed to potentially hazardous environments including driving conditions and volatile situations during home visits.

**NOTE:** This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.

**Certification - Acknowledgement of Receipt**

<b>I certify that I have read, understand, and agree to the responsibilities and duties assigned to the position.</b>		
Employee’s Signature	Print Name	Date (dd/mm/yy)

<b>I certify that this job description is an accurate description of the responsibilities and duties assigned to the position.</b>		
Service Supervisor’s Signature	Print Name	Date (dd/mm/yy)

<b>I approve the delegation of responsibilities and duties outlined herein within the context of the organizational structure.</b>		
Service Manager’s Signature	Print Name	Date (dd/mm/yy)