

Discovery House Family Violence Prevention Society

POSITION TITLE:	Housing Liaison
REPORTS TO:	Team Lead, Community Housing Program
POSITION TYPE:	Full-time, Permanent
LOCATION:	Calgary, Alberta

What We Do:

Discovery House Family Violence Prevention Society provides a continuum of care and integrated wrap-around services to women and their children fleeing domestic violence. We facilitate transitional housing and offer longer-term, safe places for women and children to call home while they begin to rebuild their lives. Discovery House is about hope and healing using trauma-informed care practices.

What Our Employees Love:

- 3 weeks of annual vacation to start
- Eligible positions can work from home up to 3 days per week with our Flexible Work Policy
- Additional time off – Sick Days, Wellness Days, and Professional Development Days
- Benefits Package and Employee and Family Assistance Program
- A dog friendly workplace
- We observe all General Holidays in Alberta (including the optional ones) and employees may substitute religious holidays for celebrations that are relevant to their cultural identity
- Our Committees – Health & Safety; Diversity, Equity, & Inclusion; Indigenous; and Social & Wellness
- Potlucks, celebrations, work-life balance, and plenty of fun

We are building towards an inclusive and equitable workplace that reflects the diversity of the communities we live in, creating the opportunity for every employee to reach their potential. We welcome applications from people in all underrepresented groups, believing we are at our best when everyone has a seat at the table. If you don't have all the qualifications for the position but are willing to learn, we invite you to apply. Accommodations are available upon request throughout every stage of our recruitment process.

What You'll Do:

The Housing Liaison is responsible for finding secure housing opportunities that are affordable and sustainable and supporting families. This is completed through the establishment and maintenance of relationships with independent and commercial landlords, as well as other stakeholders in Calgary. This position benefits from an understanding of the Residential Tenancies Act, and a strong belief in the Housing First model and initiatives, Harm Reduction, and Calgary's 10-Year Plan to End Homelessness. The incumbent shall possess necessary interpersonal skills to provide ongoing advocacy, advice, and support for clients. The Housing Liaison will work within a larger interdisciplinary group to achieve program objectives and standards that are in the best interests of the clients.

- Assess the barriers to successful housing of individuals and families experiencing various forms of homelessness to determine housing and service(s) needs
- Develop housing procurement, financial, and self-sufficiency strategy with clients
- Conduct housing searches in collaboration with individual and family
- Develop collaborative working relationships with Case Manager(s) to determine specific housing strategies and plans to best achieve long-term housing sustainability and success

- Determine safety and appropriateness of housing options, according to *Minimum Housing and Health Standards*, enforced by Alberta Health Services, Environmental Public Health
- Coordinate and assist clients with viewing potential housing options, lease signings, etc.
- Support clients and families with preparing and submitting applications for housing
- Review leases with each client and advise accordingly using relevant knowledge of the RTA
- Develop and nurture strong partnerships with key stakeholders, housing providers and independent landlords that are in the best interest of the program and the families it serves
- Network with housing providers, both private and commercial
- Create and maintain consistent communication channels between multiple parties including tenants, landlords, referral sources, collaborating agencies, utility companies, etc.
- Serve as an ongoing liaison between landlords and tenants
- Provide advice and assistance to clients in the event of a landlord-tenant dispute
- Provide proactive follow-up meetings to ensure stability and progress towards self-sufficiency
- Assist families in the development and maintenance of a strength-based/solution-focused individualized goal and plan that promotes self-sufficiency and permanent housing
- Act as a primary knowledge source regarding the Residential Tenancies Act (Alberta), Housing First initiatives and programs, and affordable housing options in the community
- Have a comprehensive understanding of the mission and vision of the Community Housing Program and be able to speak to landlords and stakeholders about such mission and vision
- Develop practical knowledge of social services and agencies, community programs and relevant referral(s) available to Community Housing Program participants
- Develop an understanding of homelessness in Calgary, such as “Calgary’s 10 Year Plan to End Homelessness” and ‘Plan to End Youth Homelessness’, or the Calgary Homeless Foundation
- Complete daily, monthly, or annual reports in accordance with agency and funder standards
- Other duties as required

What You’ll Bring:

- Diploma or Degree in Human/Social Services, Social Work or related area and 2 years of experience; an equivalent combination of education and experience may be considered
- Valid driver’s license and reliable vehicle required
- Knowledge of the Housing First model, Harm Reduction model, and women’s shelters
- Understanding of the intersection between domestic violence, poverty and homelessness
- Knowledge of the Residential Tenancies Act and community resources
- Strong interpersonal and organization skills
- Ability to work independently and within a team environment
- Strong communication and conflict resolution skills

The successful candidate will be required to complete a Criminal Record and Vulnerable Sector Check and an Intervention Record Check.

TO APPLY:

Please send your resume and cover letter to careers@discoveryhouse.ca stating the job title in the subject line. We thank all applicants; however, only those selected for an interview will be contacted.

We acknowledge that we live, work, and play on the traditional territories of the Blackfoot Confederacy (Siksika, Kainai, Piikani), the Tsuut’ina, the Îyâxe Nakoda Nations (Bears paw, Chiniki, Goodstoney), the Métis Nation (Region 3), and all people who make their homes in the Treaty 7 region of Southern Alberta.