

## **Chimo Community services**

**Posting Date:** October 17, 2018  
**Closing Date:** Until filled  
**Starting Date:** As soon as possible

**Position Title:** **Supportive Housing Coordinator**

**Classification:** **Program Coordinator 1 Grid Level 12A**

**Reports To:** **Housing Manager**

**Hours of Work:** Permanent Full-Time. 35 hours/week. Flexible hours, including possible evenings and weekends.

**Summary:** The Supportive Housing Coordinator will work with homeowners / developers, other non-profits, as well as people in need of housing to create and provide housing solutions. This is an established program.

### **Key Duties and Responsibilities:**

1. Assess clients' suitability to the program and clients' needs and connect individuals and families with housing.
2. Provide housed clients with problem-solving support during occupancy, identifying and assessing support services and referrals needed on a case-by-case basis.
3. Connect clients with community-based support services that address their immediate and intermediate needs
4. Recognize potential crisis situations as well as analyze and develop response strategies to such situations.
5. Engage with Landlords/Developers to secure and increase housing options.
6. Build and maintain relationships with Landlords/Developers and liaise with all stakeholders to ensure ongoing support of housed clients is maintained.
7. Promote the housing program.
8. Work co-operatively as part of a team, participating and/or leading in regular program and staff meetings, planning events and other related activities.
9. Supervise, train and assist volunteers in the program.
10. Perform other related duties as assigned

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### **Qualifications:**

- A minimum of 2 years of experience in direct program delivery, preferably in the community social services sector.
- Must have excellent interpersonal skills.
- Prefer diploma in social services related field.
- Knowledge of mental health, addictions, as well as issues related to poverty and landlord/tenants.
- Experience working with at-risk or homeless individuals and families.
- Demonstrated sensitivity and responsiveness to cultural differences and commitment to the value of cultural competency.
- Ability to communicate effectively both orally and in writing with staff, volunteers, and community organizations.
- Prefer knowledge of Landlord and Tenant Legislation in British Columbia.
- Knowledge of current housing market and trends, vacancy rates, and rental prices.
- Ability to work as a team player
- Good organization and administrative skills
- Effective problem solving
- Ability to multi task and work comfortably under tight dead-lines
- Demonstrated experience in training, managing and effectively motivating volunteers
- Satisfactory completion of a Criminal Records Search is a requirement
- Use of a vehicle and valid BC Drivers' License is a requirement

### **Employment Information**

This is a permanent full-time (35 hours/week) position working a flexible schedule including some evenings and weekends. Upon successful completion of probation, a competitive benefits package is available. This position requires union membership. Please submit letter of intent and resume to:

Human Resources  
120 - 7000 Minoru Blvd, Richmond BC V6Y 3Z5  
Email: [hr@chimoservices.com](mailto:hr@chimoservices.com)