



CMHA Swan Valley Branch is currently looking to hire a full-time Housing Stability Worker under the Support to Housing Program based in Swan River, MB. This position provides support and services to the ECHO II & IV Housing Complexes in Swan River, MB, as well as some minimal support to the ECHO I & III Housing Complexes in Dauphin, MB and is part of the overall Housing Program for CMHA Swan Valley Branch (Parkland and The Pas Region).

Hours of work are Monday to Friday, 8:30 AM – 4:30 PM (lunch from 12:00 Noon – 1:00 PM) normal business days for a total of 35 hours per week. Some evening and weekend hours may be required dependent on programming needs.

For a full position summary including all duties and qualifications as well as wage scale, interested applicants can contact James Wigley – Executive Director for CMHA Swan Valley Branch, at 204-734-2734 EXT. 1 or by email at james.wigley@cmhaswanvalley.ca.

Duties Include:

- Working closely with ECHO Housing Tenants that are a part of the Support to Housing Program to complete Housing Sustainability Plans and Crisis Prevention Plans.
- Assist Tenants with determining what their daily living needs/requirements are and help develop a plan of support to meet the Tenant needs/requirements.
- Facilitate Tenant Support to Housing Goal Planning sessions and assist Tenants with reaching their Support to Housing Goals as needed.
- Promote the personal empowerment of each Tenant of the Support to Housing Program through coaching, mentoring, and supporting and maintaining consistent communication through regular in-person meetings with Tenants to track their progress/outcomes.
- Conduct individual Peer Support sessions with tenants who require additional support services and help tenants with navigation of other community-based services as needed.
- Assist Tenants with mobility issues in running errands with use of a personal vehicle (all mileage is reimbursed at current Province of Manitoba rates) including banking, paying rent, grocery shopping, and attending appointments.
- Consistently complete documentation, including reports and session notes as well as Tenant files, and collect data as required while ensuring confidentiality is kept.
- Planning group-based activities, presentations, programs, and events for the Tenants of ECHO Housing to benefit their Support to Housing plans and their overall residency at the ECHO Housing Complexes.
- Assist ECHO Housing Manager with some cleaning and other duties around the ECHO Housing Complexes as required due to Tenants moving out and/or in.

Qualifications:

- Grade 12 MB Standards Diploma. Other combinations of education and experience will be considered.
- 2-3 years of experience working in a supportive housing/proctorship role would be considered an asset.
- Knowledge of different local and provincial mental health support services that are available.
- Ability to understand and integrate concepts of personal empowerment and recovery.
- Demonstrated competence in promotion, planning, and implementation of programs, events, activities, and presentations.
- Well-developed communication, organizational, and coordination skills.
- Ability to function effectively as a member of an interdisciplinary mental health team.
- The ability to operate a fax machine, photocopier/scanner, and knowledge of Microsoft Office and Windows application/programs.
- Valid Class 5 Manitoba drivers license and access to a vehicle with appropriate insurance for client transport to provide support/duties across the CMHA Swan Valley Branch jurisdictional boundaries is required.

To apply for the position, please forward your resume and cover letter to the following address or by email to reception@cmhaswanvalley.ca or both documents can be dropped off in a sealed envelope at 524 Main Street in Swan River, MB.

C/O James Wigley
CMHA Swan Valley Branch
P.O. Box 1593
Swan River, MB
ROL 1Z0

Closing date to apply is Tuesday November 10th, 2020 at 4:00 PM. CMHA Swan Valley Branch would like to thank all who apply for their interest, however, only those selected for an interview will be contacted.