



## POSITION PROFILE

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DATE: November 10, 2023

POSITION: Housing Coordinator – Swan Valley, Parkland, & The Pas

REPORTS TO: Manager, Housing Services – North – Swan Valley, Parkland, & The Pas

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### Position Summary

The CMHA Housing Coordinator is a member of the Community Housing with Supports Team and will work collaboratively with the client and CHS Team using the Housing First Model to assist clients to choose, get and keep housing of their choice in the community.

### Key Responsibilities

- Develop relationships with property managers and landlords and encourages them to contact us when they have spaces available.
- Develop and maintain collaborative relationships with the Housing-Services Manager, co-workers and external persons, programs, partners, and agencies.
- Create a database of available options that is continuously updated to staff.
- Meet with staff and clients to assess housing needs and facilitate housing matches.
- Support making matches between clients and available housing.
- Secure units that provide people with quality housing choices in neighborhoods throughout Swan River Valley.
- Partner with, and negotiate agreements, with landlords to maximize rental opportunities for participants.
- Work in partnership with both the private and non-profit sector to ensure strong relations with CMHA Manitoba and surrounding area.
- Participate as a member of the service delivery team.
- Maintain and update documentation and statistical data as prescribed.
- Contribute to agency-wide initiatives to advance the mission and ENDS of the organization.
- Other duties as assigned.

### The Qualifications

- A high school graduation with a preference for a diploma, certificate or coursework in social work, education, or psychology and over one year of direct service experience working with a population who has experienced chronic homelessness.
- Sound understanding of available housing, income support, and related agency/government assistance programs in the Parkland Region and beyond.
- Knowledge of issues related to poverty, homelessness, mental health and addictions and of related systems and community services.
- Knowledge of Indigenous experiences of trauma and colonization and of cultural healing practices and resources.
- Demonstrated competence in cultural safety and works effectively with individuals with various backgrounds.
- Applicants must have both a recent satisfactory criminal record check and a child abuse registry check, along with a valid driver's license and access to a vehicle.

### **The Accountabilities**

- Commitment to Housing First, Harm Reduction and Psychological Rehabilitation models, principles and philosophies.
- Understands and applies person-centered, recovery-orientated, and trauma-informed approaches.
- Understands and consistently abides with confidentiality and privacy expectations.
- Participate in supervision, staff meetings, program development activities and agency committees.
- Maintain program statistics related to the work being done in a prescribed manner.
- Understands and ensures behavior is consistent with the CMHA's core values and policies.
- Commitment to ongoing learning and development.
- Works collaboratively with team members on a multidisciplinary team.

### **The Process**

- Please submit your resume and a cover letter by Monday, November 20<sup>th</sup>, 2023 in electronic form to [s.rewerts@cmhaswanvalley.ca](mailto:s.rewerts@cmhaswanvalley.ca)
- or by mail to:
  - CMHA Swan Valley Branch, Parkland & The Pas
  - Attn: Sarah Rewerts
  - PO Box 1593, Swan River, Manitoba R0L 1Z0
- CMHA will respond to requests for reasonable accommodation throughout the interview process. Please advise in your cover letter if you require any accommodation.