

Job Description

POSITION:	Housing Support Worker
ACCOUNTABILITY:	Prevention Services Coordinator
CLASSIFICATION:	Full Time
DATE APPROVED:	

JOB PURPOSE

Reporting to the Prevention Services Coordinator, the Housing Support Worker is responsible for providing housing support to youth by finding and retaining long term housing for youth who are identified at risk. The Housing Support worker will participate in case planning and wrap around service delivery to youth in transition. The Housing Support Worker functions as a member of the Circle of Care supporting youth, children and Alternative Care Providers.

KEY JOB FUNCTIONS

Support Functions

Responsible for providing housing services and programming for the youth by:

- Providing a respectful, safe, and culturally relevant environment which respects each youth as an individual
- Engaging with youth in a way that empowers them to move towards a more holistic lifestyle
- Advocating 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
- Working in collaboration with Nogdawindamin’s current Youth in Transition Worker through peer consultations and participating in Agency delivered workshops that would help both programs and community-based workers provide housing support to youth leaving care
- Working closely with Agency child welfare workers and teams to ensure all eligible youth have access to Housing Support program
- Providing advocacy for youth and direction to existing services when deciding to leave Alternative Care settings
- Participating in the case planning process with Agency child welfare teams and youth with respect to the youth’s housing needs
- Assisting youth in identifying their housing needs, searching for housing, viewing housing, and applying for housing
- Providing ongoing support to youth to sustain/keep housing (e.g. life skills programming, financial management, budgeting, household management tenant skills – and participation in the Community Learning Hub)
- Ensure effective and professional communication with all internal and external service providers including all community collaterals: NSTC First Nations and their community-based prevention services teams, Employment Solutions, Apartment Rental Agencies, Sault College – Academic Upgrading, Food Banks, Soup Kitchen, Urban Aboriginal Ontario Works, Canadian Mental Health Association, Algoma Public Health – Healthy Babies, Healthy Children, Neech Ke When Homes, etc.
- Working collaboratively with service providers (internal and external) to provide comprehensive and coordinated services for the youth
- Being knowledgeable about community resources, groups, and programs
- Actively participating in the First Nation’s planning and delivery of services
- Having regular contact with informal and formal housing support services for youth
- Recruiting and screening potential youth
- Ensuring the trust and well-being of youth while they are participating in the program
- Providing administrative support when requested or required

Relationship and Team Building

To support youth to find and retain housing by further embracing the fundamental philosophy of good governance practises by identifying the following relationship principle in all of the work that is completed within and for the First Nation communities and families:

- Demonstrate behaviors, actions and attitudes that are consistent with Nogdawindamin's vision, mission and values
- Provide opportunities for the enhancement and development of a positive cultural identity for the Youth, families and communities served
- Fostering and maintaining positive and collaborative relationships by engaging our families and extended families in all aspect of service delivery
- Reinforcing positive and respectful interaction among peers, with their families, their communities and themselves as it relates to the Housing Support program
- Ensure appropriate communication and consultation with Supervisor at appropriate times
- Maintain cohesive relationships with First Nation leadership
- Building models of collaboration with existing community services
- Consulting the communities in a comprehensive and meaningful process to ensure their input is respected in service design and delivery
- Developing working relationships with external partner to achieve our Agency goals
- Ensure appropriate communication and consultation with Supervisor at appropriate times
- Share information according to privacy and/or confidentiality guidelines
- Work respectfully, positively, professionally and collaboratively with team members

Administration and Reporting

To complete administrative functions, reports and adhere to Agency policies, procedures and relevant practices.

- Maintain case notes and document in the Agency's case management system
- Participate in case conferencing in order to minimize duplication and ensure coordination of services
- Maintaining working files that are accurate, concise, and up-to-date.
- Ensuring all youth and/or their parents/guardians complete a consent form regarding confidentiality
- Collect and maintain data on program activities, expenditures and outcomes, and prepare quarterly reports for submission to the Ministry using a reporting template provided by the Ministry
- Work in compliance with the Occupational Health and Safety Act and any other legislation
- Develop and maintain a Wholistic Wellness Plan in collaboration with the Youth and with pertinent collaterals
- Ensure confidentiality and safekeeping of Agency documents and records
- Prepare and submit monthly reports, attendance records and travel expense claims
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties

Other Duties

- Other duties as required and assigned

QUALIFICATIONS

Minimum Education

- Child & Youth Worker or Social Services Diploma

Minimum Experience

- Two (2) years of direct experience in a Social Services Agency

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge and understanding, respect and sensitivity of Anishnawbek culture, traditions and the Seven Grandfather Teachings

- Basic knowledge of the Child and Family Services Act (CFSA)
- Expert knowledge of First Nation service delivery, customs and traditions in responding to child welfare
- Knowledge of external services and service agencies
- Knowledge of the stages, process and milestones of normal development of children from birth to adolescence

Special Skills

- Excellent interpersonal skills
- Excellent written and oral communication skills
- Strong organizational and administrative skills
- Sound computer skills
- Good problem-solving and decision-making skills with high self-esteem
- Demonstrated proficiency in crisis intervention, conflict resolution, mediation and problem solving
- Proven ability to work with Youth and First Nation communities
- Adherence to professional code of ethics and Seven Grandfather Teachings
- Ability to work with and meet strict timelines; ability to think under stress and pressure
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines and work flexible hours
- Ability to take initiative
- Ability to deal with highly sensitive and personal information and maintain the appropriate safeguards for the confidentiality of Agency information and client records
- Ability to speak Ojibway is preferred and a definite asset
- Strong commitment to the Anishnaabe children and their families

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and be able to travel

WORK SITE LOCATION

The position will be based out of the Nogdawindamin Satellite Office in location TBD.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Housing Support Worker will typically be in a home or office setting with regular meetings with youth, families and other professionals. The Housing Support Worker is frequently required to operate a computer, file and retrieve written documents and work over time when required or during emergency situations. The physical demands include but are not limited to: standing, sitting, walking, lifting, carrying and reaching, handling, kneeling, crouching and bending. The Housing Support Worker will be required to travel to meetings and home visits within the District.

The Housing Support Worker position can be described as multi- tasked within a fast-paced, high-volume and demanding environment. The Housing Support Worker absorbs and interprets information from multiple parties on a regular basis and is required to listen and reconcile multiple points of view which can be mentally challenging. As a result, this position is more emotionally challenging than physical. There will be extended periods of sitting for administrative purposes or to attend meetings and home visits.

Non-physical demands include a work environment where the noise level is usually low to moderate, but may be loud on occasion. The nature of the position may expose the Housing Support Worker to moderate levels of tension when dealing with issues. The level of tension is usually moderate with high levels of tension occurring on occasions.

The Housing Support Worker may be exposed to potentially hazardous environments including driving conditions and volatile situations during home visits.

TECHNOLOGY & EQUIPMENT

Computer, Photocopier, Telephone, Fax Machine, Cell Phone

SUPERVISORY RESPONSIBILITY

This position is not required to supervise any staff.

KEY RELATIONSHIPS

Internal

The position requires interaction with the Team Supervisor, Child Welfare Workers, Cultural Department, Administrative Assistant and other Agency staff when required.

External

The Ministry of Child and Youth Services, Children’s Aid Societies, other First Nation communities and all service related agencies within the First Nation that respond to child welfare service delivery needs.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin reserves the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date