

Housing Resource Facilitator

Part-time Permanent

20 hours per week

Anticipated start date: ASAP

Salary: \$ 20.72

5 Step Salary Scale with annual performance based increases

Annual COLA increases

Generous Benefit package



Shift: Days with flexibility to work weekends and evenings as required. Travel between 1JustCity sites required.

Reports to: Housing and Shelter Lead

About 1JustCity

1JustCity operates drop-in sites in three vulnerable Winnipeg neighborhoods: the West End, West Broadway, and Osborne Village. In the winter months, we also operate an Emergency Overnight Warming Shelter called Just a Warm Sleep.

We provide services to over 1200 unique individuals weekly and work with people living in poverty; experiencing homelessness or precarious housing, mental health issues and/or addiction, social isolation, oppression due to race or gender identity, and more.

Our programs include daily drop-ins, where guests are welcome for healthy meals, a cup of coffee, and social interaction. We also provide an Indigenous Cultural Program which gives accessible opportunities for Indigenous and non-Indigenous people alike to experience Indigenous culture and engage in concrete reconciliation action. We provide programs for guests to enhance their lives and resources to assist them in accessing the services they need.

Our work is grounded in relationships, and our drop-ins are places where people are known by name and are loved. While we provide for basic needs, we also strive to offer programs that are transformational and change lives for the better.

Learn more: 1justcity.ca.

Job Purpose

The Housing Support Facilitator is an essential team member to support housing initiatives at 1JustCity. This position works alongside the Housing Case Manager under the Housing and Site Leads to provide short-term support to community members in accessing community resources, housing needs and eviction interventions.

Duties and Responsibilities

- Establish and maintain relationships with guests who attend the 1JustCity.
- Identify guest needs, and assist with navigating community resources and complete guest intake checklists.
- Obtain essential documentation with or for guests, such as Birth Certificate, Manitoba Health Card, Income Tax services/documents, etc.
- Manage short-term needs case load using case management tracking tools, and document statistical information daily.
- Transferring guests to Housing Case Manager that require long-term case management with on-going 1JustCity housing support.
- Transfer to Housing Case Manager would be: eviction prevention, ready to obtain permanent housing with on-going support, advocacy with outside agencies, assistance with rent/utility arrears, moving, and other scenarios that require longer term involvement.
- Locate, refer and arrange emergency shelter for high acuity guests as needed.
- Assist with site operational requirements as necessary.

Essential Skills and Experience

- Working knowledge of the Province of Manitoba Residential Tenancies Act.
- Excellent advocacy skills as well as knowledge and experience with EIA and housing systems.
- Have a keen awareness of internal and external resources, such as government systems and mechanisms experienced for participants and an ability to establish interim resources where gaps exist.
- Capacity to build and maintain strong relationships with partner agencies, service providers and landlords.
- Demonstrated understanding of working with marginalized communities, including the ability to use an anti-oppression lens and awareness of the social determinants of health.
- Experience working collaboratively with community organizations and with vulnerable populations.

- Must have a familiarity with resources that are available to at-risk individuals in Winnipeg; specifically housing and social services.
- Must possess knowledge of street life in the inner city including gang activity, substance use, and sexual exploitation.
- Strong understanding of empowerment, harm reduction and trauma informed care philosophies.
- Experience working within the not-for-profit sector.
- Cultural competency skills, knowledge, experience, and awareness.
- Professional and responsible with sensitive and confidential issues, creative problem solving and strong advocacy skills.
- Responsible, organized, and detail oriented with the ability to multitask and prioritize in a fast-paced environment with minimal supervision.
- Excellent interpersonal, conflict resolution, communication and written skills.

Qualifications and Abilities

- Knowledge of Winnipeg resources for individuals experiencing poverty, homelessness, mental health challenges, drug and alcohol dependency, and/or gender-based violence are considered an asset.
- Strong communication and interpersonal skills and ability to build relationships with individuals from diverse backgrounds.
- Ability to work independently, part of a team and take direction.
- Ability to work flexibly in a high stress environment, adapting to the needs of the guests.
- Ability to work from a non-judgemental perspective and seeks to understand guest's perspectives, needs, values, and opinions.
- Possess computer skills including a proficiency with Google Docs, Sheets, and Gmail.
- Demonstrates analytical and problem solving skills.
- Ability to practice personal professional boundaries.

Education and Requirements

- A current Manitoba Driver's License and daily access to a vehicle is an asset.
- Minimum of 1 to 3 years of experience working in a similar role.
- Post-secondary degree in the Social Services or relevant experience
- Criminal Record Check, Child Abuse Check.
- Proficiency in MS Office, Google Products and general comfort with technology.
- Preference will be given to candidates with Urban and Inner City Studies
- Level C-CPR, NVCI, ASIST training an asset

Working Conditions

- This position requires flexible hours to allow for attendance at meetings and may include oversight and support on evenings, holidays, or weekends.
- Fast paced environment with occasional high pressure or emergent situations.
- Some physical work, including lifting, bending, climbing stairs, carrying up to 35 pounds is likely.
- Is likely to encounter challenging behaviors.

1JustCity is an equal opportunity employer and we encourage individuals of minority, who are comfortable, to self-identify. Preference will be given to Indigenous candidates

Please include contact information (phone number and/or email address) in your application.

Please submit a resume and cover letter to the attention of the Hiring Committee with the title of the position in the subject line. The cover letter should indicate how your experience meets the job requirements.

Please apply by email: jobpostings@1justcity.ca

We will accept resumes until the position is filled.

Please only apply to one of the housing positions posted.

We thank everyone for their interest, however only candidates selected for an interview will be contacted.