

<b>Posting No.</b>	<b>HC2021-16</b>	<b>Posting Date:</b>	December 2, 2021
<b>Position Title:</b>	Housing Coordinator	<b>Position Status:</b>	Permanent Full-time
<b>Union Position:</b>	CUPE	<b>Rate of Pay:</b>	\$51,004 - \$67,198
<b>Location:</b>	Nipigon		

## Summary

Working within a Recovery Framework and applying a Harm Reduction and Housing First approach, the **Housing Coordinator** provides a range of supports for individuals living with mental illness and/or addiction, who are living in the community and are homeless or at risk of becoming homeless. The **Housing Coordinator** provides engagement, assessment and support, as required, based on the unique needs of the individual, with the goal of supporting the individual in securing and/or maintaining safe, affordable housing. This position is mobile in nature, working with individuals in the community, including within their homes. The **Housing Coordinator** reports directly to the assigned Clinical Services Manager (CSM).

## Core Competencies

<ul style="list-style-type: none"> <li>Recovery focused and person-centered orientation</li> </ul>	<ul style="list-style-type: none"> <li>Effective planning, organizational and time management skills</li> </ul>
<ul style="list-style-type: none"> <li>Mindful and self-reflective</li> </ul>	<ul style="list-style-type: none"> <li>Critical thinking skills</li> </ul>
<ul style="list-style-type: none"> <li>Adaptable and flexible</li> </ul>	<ul style="list-style-type: none"> <li>Excellent communication skills</li> </ul>
<ul style="list-style-type: none"> <li>Resourceful</li> </ul>	<ul style="list-style-type: none"> <li>Sound decision-making skills</li> </ul>
<ul style="list-style-type: none"> <li>Accountable and dependable</li> </ul>	<ul style="list-style-type: none"> <li>Networking and relationship building skills</li> </ul>
<ul style="list-style-type: none"> <li>Creative and innovative</li> </ul>	<ul style="list-style-type: none"> <li>Ability to work both independently and within an interdisciplinary team</li> </ul>

## Job Duties and Responsibilities

### Clinical

- Working with individuals 18 years and older, who are living with mental health challenges, problematic substance use, problem gambling and/or concurrent disorders, who are homeless or at risk of homelessness, duties include, but are not limited to:
  - Providing comprehensive, person-centered assessment, supportive counselling and case management supports.
  - Providing education, information and referral specific to individual needs.
  - Providing practical supports and life-skills coaching to assist individuals in managing and maintaining their housing.
  - Advocating with landlords and supporting individuals through the Housing Tribunal process, as required.

- Supporting the application process for long-term affordable housing.
- Assessing and intervening when imminent risk has been identified.
- Engaging in ongoing assessment and evaluation of clients' progress using standardized assessment tools and other evidence-based methodologies.
- Maintaining a client caseload consistent with expectations of the role.
- Documenting all client engagement, case management activities and client progress in the electronic client clinical record.
- Liaising with the most appropriate physician(s), community agencies and/or care providers, facilitating the removal of barriers to care and ensuring the wrapping around of services to best meet the holistic needs of the client.
- Maintaining confidentiality and working in a manner consistent with ethical guidelines of the Ontario College of Social Workers & Social Service Workers or applicable College.
- Participating in the clinical supervision and performance enhancement process.
- Developing personal goals for continued learning and engaging in ongoing development and self-evaluation.
- Assisting, precepting and providing support for colleagues, students and others to enhance and further develop clinical practice.

### **Administrative**

- Participate as an active and contributing member of the NOSP team.
- Participate in team and agency staff meetings, actively contributing to discussion, planning and problem solving.
- Participate in agency change initiatives, actively contributing input to support for success.
- Participate in research and program evaluation projects within the agency.
- Participate in and contribute to agency-wide activities and initiatives (e.g., committees, working groups, agency planning days, etc.).
- Familiarize self and work in alignment with agency policies and procedures, College Standards and governing legislation.
- Maintain up-to-date documentation within the agency's electronic case management system, applying College Standards as they relate to clinical documentation.

### **Occupational Health and Safety**

- Follow all policies and procedures to ensure personal safety and safety of others.
- Following the principles of the Internal Responsibility System (IRS), report any observed health and safety risks to the immediate manager or designate.

Additional duties as required to support the effective operation of the Housing Program and related delivery of services to individuals and families across the District of Thunder Bay.

### **Qualifications/Requirements**

- Baccalaureate level of post-secondary education or greater; preference given to graduates with membership in their respective Regulatory College.

- A preference of three (3) years' experience in a supported housing role, preferably with individuals living mental illness and/or addictions.
- Experience working within a and/or knowledge of the Recovery Philosophy, Harm Reduction approach and Housing First approach to the provision of supports.
- Experience in the performance of evidence-based assessment, one-on-one supportive counselling and case management supports.
- Experience in community networking, service navigation and facilitating linkages to programs and services.
- Knowledge of and experience with clinically sound documentation standards.
- Sound clinical acumen.
- An understanding of the Personal Health Information Protection Act (PHIPA) and the ability to effectively apply privacy practices within the rural living context.
- Training in CBT, DBT or Mindfulness Practice is considered an asset.
- Applied Suicide Intervention Skills Training (ASIST) is considered an asset.
- Demonstrated ability to work both independently and collaboratively as a member of an interdisciplinary team.
- Clear understanding of scope of practice as it relates to the position and in keeping with the applicable Regulatory College and performance of duties within this scope.
- Advanced skills in oral and written communication.
- Working knowledge of Microsoft Office Suite.
- A valid Ontario Driver's Licence is required. The use of a privately-owned vehicle and appropriate insurance coverage is required.
- Ability to travel across the District of Thunder Bay and/or out-of-District communities, as required.
- Ability to speak French is considered an asset.
- This position may require working flexible hours contingent upon client need.

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Interested applicants should submit a cover letter and current resume to the attention of Bobby Jo Smith, Executive Director, via [careers@nosp.on.ca](mailto:careers@nosp.on.ca), referencing the **Posting No.** found at the top of this posting. Internal candidates to apply no later than December 9<sup>th</sup>, 2021 at 11:59pm. External candidates will be considered following December 9<sup>th</sup>. Position will remain posted until filled.

**\*\*\*This is an equal opportunity position\*\*\***

**In order to ensure equal opportunity during the recruitment and selection process, NOSP provides accommodations for applicants with disabilities upon request.**