

JOB DESCRIPTION

Title: Seniors Housing Navigator

Hours of Work: Monday to Friday 8:30am to 4:30pm, 37.5 hours per week

Probationary period: 3 months

Society Profile: Seniors Services Society is a non-profit agency located in New Westminister, B.C. which provides support services for seniors in New Westminister to live independently, as well as housing information across BC and outreach services for seniors in the Lower Mainland.

Purpose: Within the vision and mission statements of the Society, reporting to the Programs Manager, the **Seniors Housing Navigator** will be responsible for triaging all housing related calls, client intake, and referrals to internal and external resources.

Key Work Objectives:

- Triage all incoming calls that are related to housing issues.
- Provide information and referral as needed to callers.
- Make referrals to internal resources including Outreach Services, Temporary Housing Program and Homeless Prevention Program as appropriate.
- Assist homeless clients in accessing emergency shelter and support services.
- Network with service providers and make referrals for the clients as appropriate including the health authority and mental health.
- Represent the agency in the community when requested.
- Work with building managers and landlords to prevent evictions of clients when necessary.
- Maintain accurate and appropriate records as required and prepare reports as requested.
- Other duties as assigned.

Qualifications:

- Post secondary education in any of the following categories: social work, community social service, mental health, or gerontology. A bachelor's degree is preferred. Or equivalent life and work experience
- Minimum one year experience working with those who are homeless, living with mental illness and/or addiction
- Knowledgeable in community resources for seniors
- Understanding of systems that can lead to homelessness and/or poverty
- Non-Violent Crisis Intervention certificate an asset
- First Aid certificate an asset
- Must be willing to provide a criminal record check
- Ability to balance work/life

Other knowledge, skills, and abilities:

The successful applicant will be a self driven and motivated individual who can work under minimum supervision. They must be able to build positive relationships with co-workers,

volunteers, clients, housing providers, and community stakeholders. Thorough knowledge of government and community resources and programs for seniors and those defined as, 'hard to house' a must. The applicant will be a creative problem solver who can work under stress and remain calm under tight timelines. She or he will be a highly organized individual who is detail oriented.

Salary range is \$40,950-48,750/year. A competitive benefits package is included after the three-month employment. This is a full-time regular position: 37.5 hours per week, Monday to Friday, 8:30 am to 4:30 pm.

Please submit your resume and cover letter via fax or e-mail only, NO PHONE CALLS PLEASE. Only qualified candidates will be contacted.

Contact:

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