

Georgina Community Food Pantry

Housing Assessment and Support

CONTRACT DESCRIPTION

Job Title: Homeless Risk Assessment and Support Coordinator
Start Date: March 15, 2021 or earlier
End Date: May 28, 2021 at the latest
Compensation: \$8,000 (about 10 weeks x 24 hours/week)

Job Summary:

The project involves contacting (by phone) all current registered Food Pantry households (approx. 360) to update client information and to assess their housing situation. This assessment should take about 6-7 weeks. Upon completion, a report will be produced to document the outcomes of the assessment. Those households at risk of homelessness will be supported and connected to appropriate services.

Project Goal:

Identify individuals and families that are at risk of homelessness (i.e. behind rent or utility payments, facing risk of eviction) or provisionally housed, and those who are already homeless. Identified clients will be connected to support services (i.e. rent subsidies, extra food supplies, legal counsel); with the goal of mitigating and preventing the cycle of homelessness.

Duties and Responsibilities:

- Plan and implement the project in consultation with supervisor and steering committee
- Create and conduct housing priority needs and risk assessments with all households
- Assess and confirm volunteers (2) and implement training as appropriate
- Identify potential conflicts and issues and formulate strategies to address them
- Conduct assessments and record findings, producing a weekly progress report
- Consult with steering committee on arising issues and/or cases needing urgent attention
- Evaluate assessment implementation and discuss corrective measures as needed
- Follow up and monitor outcomes for those requiring immediate support services
- Compile a list of housing support services in York Region and liaise as appropriate with service providers, professionals, and landlords to coordinate service provision, facilitate referrals to programs, and stabilize housing situation for those at risk
- If required, process rental supplement applications; distribute funds and maintain accurate records in collaboration with a supervisor

- Maintain client records and online database according to agency policy and standards, as well as contractual requirements
- Compile program data and outcome reports as required by funders and the agency
- Attend regular supervision with the program supervisor, attend steering committee meetings

Qualifications:

- Experience in the housing or homeless services sector or a related field or the equivalent combination of education, training, and experience
- A minimum of two (2) years' recent, related experience in working with marginalized and vulnerable adults
- Proven knowledge, skills and experience in providing support and advocacy to marginalized and vulnerable adults
- Working knowledge of the dynamics and impacts of homelessness and those experiencing poverty
- Competent in working with individuals from diverse cultural backgrounds
- Proven skills in conducting housing or socio-economic assessments and facilitation techniques
- Well-developed interpersonal, oral and written communication skills
- Ability to work cooperatively and collaboratively with co-workers, other community professionals, and the broader community
- Good organization, time, self-care, and general work management skills; an ability to work well independently and in a team environment
- Willing to work flexible hours to meet project demands (on-site and off-site), and other duties as assigned.

Organizational Requirements:

- Strict confidentiality is required, you will be asked to sign a confidentiality agreement
- Clear vulnerable sector screening is required prior to the commencement of work

How to Apply:

Please send your application and/or resume by **March 7, 2021**, indicating any previous relevant experience and your interest in completing this contract at contact@georginafoodpantry.com or call us at (905) 596-0557. Only those considered for a follow up or an interview will be contacted, thank you.