



Discovery House Family Violence Prevention Society

Position Announcement

POSITION TITLE: Case Manager/Housing Liaison

REPORTS TO: Case management Team Lead

TERM OF EMPLOYMENT: Full time – Temporary (Three months contract)

ANTICIPATED START DATE: As soon as possible

LOCATION: Calgary, Alberta

CLOSING DATE: April 20, 2018

Discovery House is a trusted, dynamic Calgary organization devoted to the safety and well-being of women with children leaving domestic violence. We offer stability, hope and opportunity through long-term residential and individualized community support which result in healthier families and stronger communities.

POSITION OVERVIEW:

Reporting to the Case Management Team Lead, the Case Manager/Housing Liaison is required to focus on a family's practical needs through identifying, sourcing and coordinating services, and by offering systems navigation, connecting the families to the long-term community supports they identify as being most important to them. The incumbent is also required to locate safe and affordable housing for clients and build relationships with landlords.

PRIMARY DUTIES AND RESPONSIBILITIES

The duties of a Case Manager/Housing Liaison include, but are not limited to:

- Completing a thorough assessment of the client's needs and safety that will identify any barriers to maintaining safe and stable housing.
- Developing an individualized family action plan for wrap-around service needs in collaboration with the client family and the case management team, including the mental health specialist, the child and youth support specialist and the housing liaison, while coordinating and monitoring wrap-around service planning for the client family.
- Conduct intakes, case planning, court support, systems navigation, advocacy and community collaboration to help meet a woman's basic and practical needs.
- Provide and coordinate supportive services that help to establish a sense of safety and stability and that are culturally congruent and trauma informed.
- Locate safe, affordable and sustainable housing for clients, while recruiting and maintaining relationships with landlords and property managers
- Assist clients with viewing potential homes and completing applications.
- Coordinate and/or attend lease signings. Support with securing damage deposit
- Provide on-going support to the client and landlord relationship, as required

QUALIFICATIONS AND SKILLS REQUIRED TO ACHIEVE THE OUTCOMES

- A bachelor's degree in a human services field is preferred, but a combination of education and experience will be considered
- Registration with professional discipline preferred
- Case management and/or outreach experience required
- Understanding of crisis management and supportive counseling
- Understanding of the intersection between domestic violence, poverty and homelessness
- Understanding of the Housing First model
- Understanding of Harm Reduction
- Knowledge of Residential Tenancies Act
- Knowledge of trauma informed practice
- Ability to work independently and as part of a team
- Ability to multi-task and work in fast paced environment
- Creative problem solving skills
- Experience working with diverse communities
- Valid driver's license and reliable vehicle required

Please submit your resume and cover letter to careers@discoveryhouse.ca stating the job title in the subject line or fax to 403-670-0475. We thank all applicants, however, only those selected for an interview will be contacted.

Discovery House is a committed equal opportunity employer.