



SUMMIT HOUSING & OUTREACH PROGRAMS

JOB POSTING

Job Title:	Part-Time Contract Anti-Human Trafficking Program Housing Worker
Reports to:	Community Housing Manager
Hours:	0.6 FTE equivalent to 3 days a week, 7.5 hours per day
Duration:	Starts as soon as possible to March 31st, 2023 with the possibility of renewal
Contact:	Irene Zivko, Executive Director

Purpose of Position

To provide part-time non-clinical housing support to clients of the Anti-Human Trafficking program. This entails building and maintaining housing stock, reporting and resolving maintenance issues in the home while working in collaboration with the Manager, Community Housing, SAVIS and property manager.

Key Responsibilities:

Job requires:

- a. Coordinating the acquisition of suitable units for use in the Anti-Human Trafficking program, both crisis and transitional
- b. Facilitating the tenancy of participants by:
 - a. Supporting tenant in signing of the Tenancy Agreement, coordinating move in and out dates with the SAVIS team, arrange for keys and cleaning of the units between tenants,
 - b. Regular (weekly) on-site inspecting units for cleanliness and/or damage, coordinate necessary maintenance and repairs,
 - c. Acting as lead between tenant and landlord to address housing issues quickly and proactively
 - d. Purchase of miscellaneous small household items needed for each unit (i.e.: bedding, towels, dishware, etc.)
 - e. Coordinate cleaning and moving services for residents in the crisis or transitional units.

- f. Assist with acquiring / purchasing furniture.
- c. Facilitating communication between the stakeholders and regularly providing updates regarding the units. This includes upload work i.e. landlord contact log, important communication, etc. in the Summit housing drive.
- d. Prepares required work orders for rental unit repair
- e. As directed, provide timely communication with service participants regarding housing issues.
- f. As directed, provide prompt contact with partner agencies regarding issues related to service participants.

Typical Activities:

Job Requires:

1. Ability to report any concerns and coordinate concerns and repairs regarding the housing unit.
2. Ability to multi-task and work in a fast paced and (sometimes) demanding environment.
3. Track landlord contact and potential rental units
4. Ability to project a professional image while representing Summit Housing & Outreach Programs
5. Willingness to work flexible hours as assigned/requested throughout Halton. Regular working hours are 8:30 a.m. to 4:30 pm, however evening and weekend work may be required as per program needs.

Critical Job Criteria

Job requires:

1. Post secondary education and related experience.
2. A confident self-starter with the ability to take initiative, problem solves, and works with minimum supervision
3. Ability to work both independently and co-operatively within a community-based service providers' team.
4. Special interest and skill in working with human trafficking survivors
5. Valid driver's license, adequate insurance coverage – use of a vehicle is essential.
6. Knowledge and familiarity with the Halton community generally.
7. Knowledge of the Residential Tenancies Act and supportive housing.
8. Ability to carry out supervisors' directives.
9. Experience in a non-profit organization is an asset

Summit Housing & Outreach Programs strives to foster an equitable workplace that reflects the diversity of the community we serve and welcomes all qualified candidates including racialized individuals, members of the 2SLGBTQ+ communities, people with disabilities and people with culturally diverse backgrounds. Accommodations are available on request for candidates taking part in all aspects of the selection process.