



JOB POSTING

Housing Support Worker | Trustee, Project H.O.P.E (Housing Outreach Peer Empowerment)
Canadian Mental Health Association Nova Scotia Division

The Canadian Mental Health Association Nova Scotia Division is looking for a passionate and self-motivated individual to join the Project H.O.P.E team for a six-month contract with possibility for renewal.

ABOUT CMHA NS: Founded in 1908, CMHA NS is the most established, most extensive community mental health organization in Canada. Through a presence in 36 communities across the province, CMHA NS provides advocacy and resources that help to prevent mental health problems and illnesses, support recovery and resilience, and enable all Nova Scotians to flourish and thrive. Today, the importance of our mental health advocacy work in combination with new energy and direction of our organization makes CMHA-NS a dynamic employer of choice. In 2021, CMHA National was chosen as one of Canada's best places to work by Forbes magazine. To learn more about CMHA NS, visit: www.novascotia.cmha.ca

ABOUT PROJECT H.O.P.E: The Project H.O.P.E (Housing Outreach Peer Empowerment) team works with people in our community who have experienced homelessness, are currently homeless or are at risk of homelessness; while also experiencing mental wellness issues. People may self-refer or may be referred by community partners.

JOB DESCRIPTION: Reporting directly to the Provincial Team Lead, the Housing Support Worker/Trustee works in collaboration with other Project H.O.P.E staff, the At-Work team and a broad range of community groups to help Nova Scotians who are homeless or at risk of homelessness, locate and secure safe, affordable housing. Successful candidates will bring the following attributes to the position: initiative, confidence, compassion, flexibility, creative decision-making, solid judgement skills, persuasiveness, community knowledge, and strong boundary making skills. A criminal record and vulnerable sector check are also required.

KEY RESPONSIBILITIES:

- Serve the portfolio and program's clients
- Support day-to-day operations
- Collaborate with CMHA staff and community groups

LOCATION: This position requires the individual to be based in Kings County, NS.

Compensation: A flexible work environment and a workplace culture committed to personal well-being and psychological safety.

WORKING CONDITIONS: This is a term position, working from 8:30 a.m. to 4:30 p.m. Monday - Friday (37.5 hours/week). This position functions in a combination of working in an office environment, working from home, and working in community with clients.



COMPENSATION: Commensurate with experience. Range: \$40K-\$50K (*fair market value within the sector*)

EQUIPMENT: The employer will provide necessary office equipment for the employee's use while employed with CMHA NS Project HOPE. This includes a laptop computer, printer/scanner, and cell phone. A valid Nova Scotia Driver's License and access to a vehicle is required. Reimbursement will be paid at a per/kilometer rate.

RESPONSIBILITIES:

- Meet with potential clients to complete the Intake process.
- Maintain ongoing documentation and statistical data as required.
- Update Case Notes regarding client communications, changes in circumstances or supports provided.
- Assist with housing searches (such as referring to Local Housing Locator Service, connecting with local landlords for vacancies; electronic media searches; directly emailing or calling for clients regarding vacancies.)
- Provide advocacy or support on behalf of clients with community or government agencies and landlords regarding housing issues.
- Recommend financial supports such as damage deposits, rental arrears, emergency food, moving expenses, and supplies to Team Lead, and seek out any other financial supports within community or government which are appropriate to the need.
- Support clients to view apartments, provide feedback on appropriateness of housing (condition of housing and/or cost), and provide information regarding Tenancy Laws in Nova Scotia. (when required)
- Support clients with interacting with landlords to maintain housing or provide support during Tenancy Hearings. (when required)
- Support clients with accessing resources (this may be done in person or by providing contact information)
- Conduct regular check-ins to ensure clients are doing well and maintain housing within various timelines.
- Assist clients with creating a plan for moving, budgeting, socialization and other life skills training as appropriate to the need. This may be done on an individual basis or in a group setting.
- Schedule or participate in case conferences with other community supports within the parameters of the Individual's Signed Consent to Disclose document.
- Attend appointments with clients as support with a focus to encourage self-reliance once mental wellness is achieved.
- Maintain ongoing documentation and statistical data as required.
- Trusteeship oversight for specified clients in partnership with Department of Community Services. Follow outlined process to ensure funds are allocated as required. Support client in setting up a bank account if required.
- Meet with Team Lead or other Housing Support Workers as needed; including collaborative discussion of cases or for information/educational purposes.



QUALIFICATIONS:

- Demonstrated understanding of mental wellness, and trauma informed care.
- Strong communication skills, including listening skills, and motivational interviewing, with the ability to advocate for clients and collaborate with multiple stakeholders.
- Ability to work in a wide variety of environments such as offices, on the road, viewing apartments, and client's dwellings. Not merely an office position.
- Ability to work with a diverse, marginalized, economically disadvantaged and occasionally challenging population.
- Experience working with individuals experiencing marginalization, mental wellness issues, or peer support training, is an asset.
- Knowledge of budgeting and financial management an asset.
- Post-secondary education in Social Services / Mental Health sector or strong work history in these areas are mandatory.

ARE YOU A FIT? If you are interested in applying for the role, please submit a PDF copy of your resume along with a cover letter to Laurel Taylor, Provincial Team Lead, Project H.O.P.E by email at laurel.taylor@novascotia.cmha.ca by Friday, October 15, 2021. We thank you for your interest and please note that only those identified for an interview will be contacted.

CMHA NS is committed to reflecting the diversity of the communities within which we work. As such, we explicitly encourage applications from persons with disabilities, members of Black, Indigenous and racialized communities, people of all sexual orientations, gender identities and expressions, and others who may contribute to the diversity of our staff. We invite you to self-identify in your cover letter. Please let us know if you require accommodations throughout the application process.