



ELIZABETH FRY SOCIETY OF OTTAWA

211 Bronson Ave, Suite 309, Ottawa, ON K1R 6H5

Tel: 613-237-7427 Fax: 613-237-8312

www.efryottawa.com

The Elizabeth Fry Society of Ottawa is a feminist, non-profit community agency offering support and services to women and female youth who have been – or may be at risk of being – in conflict with the law. Elizabeth Fry Society Services are holistic, client centered, strength based and gender specific.

Job Title: Housing Assessment and Support Worker
Reports to: Director of Operations
Hours: Full-time (4 days a week)
Language: Bilingual Essential
Salary: \$19.63/hour

Housing Assessment and Support Worker

Housing Assessor

As a Housing Assessor, the individual provides SPDAT housing assessments to incarcerated women who are either homeless or at risk of homelessness. **This is a bilingual position (French and English) as ability to communicate in French and English is imperative.**

Housing Assessor Responsibilities

- Administer the VI/SPDAT/SPDAT assessment tools to establish acuity of need for criminalized women/female youth including those leaving open and closed custody detention facilities such as OCDC and fill in at the Court House to provide SPDAT assessments as required.
- Provide assistance for immediate needs to these individuals including connecting them with services to provide for immediate needs such as shelters, social service agencies, obtaining medication from the Detention Centre, assistance collecting belongings from the jail, etc., help with transportation where necessary and follow up with agencies they have been referred to in order to ensure immediate needs are met;
- Follow up with their Housing Based Case Manager (HBCM) assigned by the City of Ottawa for “warm transfer” to ensure appropriate follow up has been achieved and clients are not lost through system gaps. Work with the Housing Based Case Manager where needed to ensure appropriate placement for the individual.
- Participate in the City’s Housing First case conferencing, SPDAT training, expertise-exchange collaboration meetings as required;
- Other duties as assigned by the Director of Operations or Executive Director.

Date of Revision:
May, 2018



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Rural Housing Support Worker

As a Housing Support Worker, the individual provides housing assistance and support services to criminalized and at-risk women who are either homeless or at risk of homelessness to either retain housing or secure housing. This service is offered in rural areas surrounding Ottawa.

Rural Housing Support Worker Responsibilities:

- In consultation with the Elizabeth Fry Society's Community Liaison Worker, offer housing support services to women leaving the local detention centre.
- Assist criminalized and at-risk women in rural areas surrounding Ottawa with housing related issues by establishing contact with social services, landlords and/or other community based people to help them retain their housing.
- Assist women in problem solving and crisis intervention around housing conflicts and legal issues related to housing.
- Provide advocacy and support by writing letters, researching the law and generally advocating on behalf of clients being threatened with eviction or being evicted or in some way be subjected to discrimination in their home environment.
- Mediate on behalf of clients who are at risk of eviction and connect them with appropriate resources.
- Assist community clients (rural) with housing search.
- Accompany clients to property viewings, social assistance appointments and landlord and tenant hearings.
- Follow-up with clients after property viewings and / or housing related appointments.
- Provide crisis intervention for clients with housing issues.
- Stay informed and accurately updated on community resources for housing and housing related intervention supports (i.e.; legal clinics, tribunals, supports, emergency housing etc.).
- Maintain monthly statistics to reflect reporting requirements designated by our funder.

Qualifications:

- **Excellent organizational and communication skills in both French and English (bilingual imperative).**
- Post-secondary education in social sciences, women's studies or criminology. An equivalent combination of knowledge and experience may be considered.
- A demonstrated understanding of the criminal justice system.
- A demonstrated understanding of the systemic reasons for homelessness.

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- Awareness of and commitment to women's issues with a thorough understanding of racism, classism, sexism, homophobia, violence against women and transgender issues.
- Experience working with communities who face multiple barriers such as poverty, discrimination and criminalization to accessing and maintaining housing.
- Demonstrated organizational and time management skills including ability to work independently with minimal direction and as part of a team.
- Skills in community development, advocacy, mediation, and group facilitation.
- Ability to work flexible hours, including occasional evenings and weekends.
- Excellent interpersonal and crisis intervention skills.
- Excellent record keeping and experience with reporting to funders.
- Must be able to pass screening in order to work at the Ottawa-Carleton Detention Centre.
- Valid First Aid/CPR and non-violent crisis intervention certification required within the first six months.
- Valid Driver's license and access to a reliable vehicle required.

The Elizabeth Fry Society of Ottawa is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.

Deadline for application: March 7th, 2019

We thank all candidates for their interest. Only those invited for an interview will be contacted. Please submit a resume and cover letter to April Bissonnette- Acting Director of Operations, c/o careers@efryottawa.com

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