



# ELIZABETH FRY SOCIETY OF OTTAWA

211 Bronson Ave, Suite 311, Ottawa, ON K1R 6H5

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

www.efryottawa.com

---

***Join our Amazing E Fry Ottawa Team!***

## **Housing Support Worker – Rural and Remote Communities**

The Elizabeth Fry Society of Ottawa is a not-for-profit, feminist community agency offering programs and services to women and men in conflict with the law. Our programs and services aimed at reducing homelessness include providing housing loss prevention and housing search/relocation assistance to homeless and at-risk women in rural and remote areas in the Champlain District, including Renfrew County, Lanark Leeds and Grenville, Stormont Dundas and Glengarry and Prescott Russell. The Housing Support Worker is a full-time position in a unionized organization.

**Job title:** Housing Support Worker – Rural and Remote Communities  
**Reports to:** Manager, Community Programs and Services  
**Hours:** 37.5 hours/week  
**Language:** Bilingual Imperative  
**Salary:** \$19.92/hour

### **Core Responsibilities**

Our Housing Support Worker provides housing case management services to adult women in the rural eastern Ontario to reduce the risk of homelessness and/or help clients achieve housing stability. This position requires mostly daytime work with some evening and weekend work required. ***It involves frequent travel (by car) to small communities in rural eastern Ontario.***

### **Intake and Assessment**

- Identify clients through outreach activities in the rural eastern communities
- Liaise with local community service providers to identify and prioritize clients that require housing support and advocacy
- Administer the Elizabeth Fry Society of Ottawa intake and assessment tools as required to support clients

### **Release/Discharge and Housing Procurement Support**

- For clients being discharged from the Ottawa-Carleton Detention Centre (OCDC), arrange for emergency shelter or other interim housing for women residing in rural and remote communities
- On release, assist clients with securing income benefits, transportation and identification, as needed
- Assist clients to select, rent and move into new housing, including to procure small household items and to secure other supports as needed

### **Ongoing support to maintain housing**

- Assist clients to access resources in the rural and remote communities to support their tenancy, and to access food banks and/or food vouchers
- Support clients to maintain their housing unit in good order
- Help clients prepare a monthly budget, a weekly calendar of meaningful things to do, a personal guest policy, a risk minimization plan and a crisis plan
- Assist clients to resolve issues that may put their tenancy at risk
- Support clients and provide information on tenant's rights and responsibilities as needed
- If necessary, support client through an eviction process with tenant/landlord negotiations
- Assist clients to access employment, educational and volunteer opportunities that promote self-sufficiency, independence and community integration

### **Other responsibilities**

The Housing Support Worker will also collaborate with other community agencies and stakeholders to share information, problem solve, identify emergency issues, analyze data and coordinate services. The position requires ongoing reporting on the progress of the Reaching Home: Canada's Homelessness Strategy Project required by the funder (United Way Simcoe Muskoka) and E Fry Ottawa. Other duties may be assigned by the Manager, Community Programs and Services. All E Fry Ottawa staff are responsible for promoting and delivering on the mission, vision and values of our organization.

### **Qualifications**

#### **Required education and experience**

- University degree or college diploma in social services, criminal justice or a related field. An equivalent combination of knowledge and experience may be considered.
- Experience working with marginalized women and/or communities involved in the justice system and who live with moderate to high level challenges that are considered barriers to stable housing.
- An understanding of mental health and addiction issues, including knowledge of harm reduction strategies
- Experience working with people involved in the adult justice system and/or people experiencing homelessness
- Experience using the SPDAT range of assessment and case management tools or willingness to be trained to use these tools
- Training or willingness to undergo training in providing Housing Case Management services and various components
- Valid driver's license and clean driver's abstract
- Valid First Aid/CPR and Non-Violent Crisis Intervention (NVCI) certification required within the first six months.

#### **Required knowledge, capacity and commitment**

- Understanding of factors that contribute to women's involvement in the justice system
- Excellent interpersonal skills and ability to engage with and establish trust relationships
- Strong Motivational Interviewing skills to support creation and maintenance of case plans
- Strong crisis management skills
- Knowledge of the Reaching Home: Canada's Homelessness Strategy Directives

- Strong organizational and reporting skills to meet funder requirements
- Excellent verbal and written communication skills in both French and English
- Ability to manage a small budget to assist clients with basic needs
- Have access to a reliable vehicle (with appropriate insurance), and be willing and able to transport clients to viewings, appointments and meetings

**The successful candidate will be required to pass a security clearance at the Protected B Level and to have an updated clear Criminal Record Check (for vulnerable populations)**

### **Are you an ideal candidate?**

**In addition to the above requirements, some “great to have” qualifications include:**

- You have a genuine interest in working with marginalized women with care and empathy.
- You are keen to spend time with clients in rural areas of eastern Ontario.

### **Apply by 4:00 pm, February 3rd!**

Please submit your résumé and a cover letter to Diane Serré, Manager, Community Programs and Services, through [careers@efryottawa.com](mailto:careers@efryottawa.com)

***Tell us how you meet or exceed the above required and “great to have” qualifications.***

**We thank all who apply. Only those selected for an interview will be contacted.**