**ACTION HOUSING**

an agency offering housing counseling services

**is searching for a**

**HOUSING CASEWORKER**

# EXTERNAL POSTING

**Full-Time Position:**

Provide the services of a social worker. Offer punctual individual intervention services in both official languages to individuals and families facing housing issues. Complete interviews with persons requiring assistance. Identify challenges. Gain the trust of individuals asking for help. Prepare individual intervention plans. Work with community partners in order to offer long-term solutions.

**Required Education:**

* Social Service Worker program diploma from a recognised university, or;
* Social Service Worker program certification from a college, or;
* Diploma in a Social Sciences program from a recognised university, or;
* Other pertinent education.

**Prerequisite Experience:**

* One year work experience with tenants’ rights, or;
* One year work experience with direct client-based community services, or;
* One year work experience in social housing, or;
* Other intervention-based work experience with vulnerable individuals, or;
* Other pertinent work experience.

**Necessary Personal Characteristics:**

* Ability to establish a good work relationship with clientele, and to show compassion;
* Knowledge of social services and social housing services in Ottawa;
* Punctuality, good time and priority management;
* Ability to work as part of a team;
* Demonstrate initiative;
* Very good oral and written communication skills in French and English;
* Knowledge of a third language is considered an asset.

**Work Conditions :**

* Contract to December 31st, 2014, with possibility of renewal
* Work week of 35 hours, Monday to Friday
* Schedule: 8:30AM to 4:30PM
* Workplace: Action Housing – 261 Montreal Road
* Salary: Competitive wages, group medical insurance plan, RRSP contributions
* French work environment