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| Position Title: | Housing Locator | Competition #: | 50/15 |
| Ministry Unit: | Ottawa Booth Centre | Position Type: | Full time / temporary |
| Salary Range: | $18.50 | Date posted: | November 3, 2015 |
| City: | Ottawa | Posting Expires: | November 16, 2015 |
| Applications Accepted By: | | | |
| Fax or E-mail:  (613) 241-2818 or jobs@ottawaboothcentre.org  **Attention:** Employee Relations Department  **Please no phone calls.** | | Mail:  Employee Relations Department  171 George St. Ottawa, ON K1N 5W5 | |
| Position Description | | | |
| **RESPONSIBILITIES:**   * Identify private market rental units and build an inventory of available housing options * Develop tools to raise awareness of housing programs and services (e.g. marketing tools, brochure, newsletters) * Participate in landlord, property management and home builder network activities to market a variety of housing programs and the benefits of working with them * Provide information to landlords as follows:   + Overview of the Housing First model   + Rental subsidy programs   + Rent direct payments   + On-site supports available to tenant, as needed * Serve as the primary point of contact for landlords who have tenant receiving identified Housing Based Case Management services. * Maintain a database of procured unites, noting geographical area, price and characteristics including: unit accessibility, proximity to community resources, transportation services, etc. * Collaborate with General Housing Assistance staff and Housing Based Case Managers to ensure appropriate housing options are available * Act as a resource to staff as clients identify and choose unites, negotiate with landlords on the initial lease, and provide support to resolve any serious tenancy issues that arise   **QUALIFICATIONS:**   * Relevant completed post secondary education * Knowledge of local private rental market and Ontario Residential Tenancies Act * Minimum 1 years experience building and fostering community relationships * Minimum 1 years experience creating and maintaining vendor relations * Understanding of challenges faced by vulnerable populations seeking permanent housing * Strong database development and maintenance skills * Strong presentation and public speaking skills * Intermediate skill level with Microsoft Office Suite * Ability to work well independently * Valid Class “G” driver’s license * Personal vehicle required, including personal automobile insurance coverage, for daily travel within City of Ottawa limits * Bilingualism (English & French) is essential * A clear internal police background check (BackCheck) is required   **SALARY:** $18.50 per hour/40 hours per week  **Hours of work**: Monday to Friday 8:00am – 4:30pm and (on call as needed)  *The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.*  We thank all applicants, however, only those candidates to be interviewed will be contacted.  *Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.* | | | |