|  |  |  |  |
| --- | --- | --- | --- |
| 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 Department171 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.* |