

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Housing Response Case Manager	Competition #:	20/16
Ministry Unit:	Ottawa Booth Centre	Position Type:	Full time / temporary
Salary Range:	\$18.13	Date posted:	May 30, 2016
City:	Ottawa	Posting Expires:	June 12 , 2016
Applications Accepted By:			
Fax or E-mail: (613)241-2818 or sorjobs@ottawaboothcentre.org Attention: Employee Relations Department Please no phone calls.		Mail: Employee Relations Department 171 George St. Ottawa, ON K1N 5W5	
Position Description			
RESPONSIBILITIES:			
The successful candidate will be responsible for:			
<ul style="list-style-type: none"> • Reports to the Coordinator of Outreach and Housing Services. • Works as part of the team with other Support Workers, other Centre staff, outreach workers and other community resources in providing services to the clients. • Engage client "where they are at" – on street or a location most comfortable for client. • Case Management which includes Intake and Assessment for Housing history, Barriers to housing and Immediate and ongoing needs (ID, financial, food, shelter, clothing, medical) • Preliminary Goal Setting/Plan to Assess Client conditions to determine Housing history and, barriers to housing. • Provide crisis intervention. • Coach and support clients as needed to access appropriate services. • Monitor and follow up on client's progress. Advocate on behalf of the client as required and appropriate. • Arrange for case conference where appropriate or attend reviews called by community workers. • Keeps accurate records and documentation. • Prepare statistical and other reports as required. • Adheres to all procedures, rules, and guidelines for the safety and security of residents and staff. • Performs additional duties when required. • Maintain contact with clients for the purpose of: <ul style="list-style-type: none"> ○ Monitoring progress of clients in working on goal plan ○ Following established procedures, referring to appropriate Centre and community resources and ○ Advocating on behalf on the client to other Centre staff or outside resources, as requested by coordinator.- Attend staff meetings and case conferences prepared to offer information regarding clients and services issues. • Implement appropriate emergency procedure as necessary. • Maintains records as required (e.g. incident report, log notes, and case notes) 			
QUALIFICATIONS:			
<ul style="list-style-type: none"> • Relevant Community College/University education in social work or related fields, preferred. • Minimum 3 years experience working with urban disadvantaged population. • Several years experience in direct client service with the homeless, ideally in an outreach setting • Experience working with an urban hard-to-serve client population with addiction and mental health issues. • Strong interpersonal and leadership skills. • Experience in working cooperatively with community resource agencies. • Effective communication skills, particularly in negotiation and advocating for clients needs. • Knowledge of local housing placement resources, and processes for particularly hard to serve clients. • Good writing skills for documentation and correspondence. 			

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.

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- Strong computer skills including a working knowledge of Microsoft Office and Excel.
- Bilingualism (French and English) is essential
- Trained in Standard First Aid/CPR, Assist, Non Violent Crisis intervention preferred.
- Valid class "G" driver's license and a clean drivers Abstract
- Must supply a current Clear Police Reference Check for Vulnerable Sector

HOURS: Monday to Friday 8:00am to 4:30pm (on call when needed)

ADDITIONAL INFORMATION: contract position

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.