

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Housing Locator	Competition #:	16/17
Ministry Unit:	Ottawa Booth Centre	Position Type:	Full time / contract temp
Salary Range:	\$19.16	Date posted:	April 24, 2017
City:	Ottawa	Posting Expires:	May 17, 2017
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			
<p><u>RESPONSIBILITIES:</u></p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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 tenants receiving Housing Based Case Management services. • Maintain a database of procured units, 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 units, negotiate with landlords on the initial lease, and provide support to resolve any serious tenancy issues that arise <p><u>QUALIFICATIONS:</u></p> <ul style="list-style-type: none"> • 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 			

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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- Personal vehicle required, including personal automobile insurance coverage, for daily travel within City of Ottawa limits
- Bilingualism (English & French) is essential
- Must supply a current Clear Police Reference Check for Vulnerable Sector

SALARY: \$19.16 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.