

Position Vacancy

Reference Number: 18-017

Date Posted: February 20th, 2018

PROGRAM:	Community Services
UNIT:	Downtown Services and Drop-In
POSITIONS:	Housing Based Case Manager Full Time, temporary (until Aug. 31, 2018)
SALARY RANGE:	\$25.14 -\$30.19 (\$52,290.37-\$62,795.20)
CLOSING DATE:	May 20 th , 2018

TERMS OF EMPLOYMENT: The Temporary employee shall not be entitled to use accumulated seniority to displace an employee in another position at the end of the Term. This position may terminate with a minimum of two weeks' notice.

YSB values diversity. We are committed to building a workforce that reflects the diversity of our community.

Accommodation will be made available for applicants with a disability throughout the hiring process. Applicants must make their needs known in advance.

All interested candidates are encouraged to apply. In the event a qualified candidate is not found, candidates that do not meet the qualifications indicated on the posting may be considered.

Apply On-line with resume and cover letter on:

[Youth Services Bureau Careers](#)

Please direct questions to: Jillian Deslippe
Human Resources Officer
E-Mail: jdeslippe@ysb.ca

JOB DESCRIPTION: Attached

ALL APPLICATIONS WILL BE DEALT WITH IN A CONFIDENTIAL MANNER

Poste Vacant

Numéro de dossier : 18-017

Date de l'affichage: le 20 février 2018

PROGRAMMES :	SERVICES COMMUNUTAIRES
UNITÉ:	Services du centre-ville et halte accueil
POSTE :	Housing Based Case Manager, Temps plein temporaire (jusqu' au 31 août 2018)
ÉHELLE DE SALAIRE :	25.14\$ -30.19\$ (52,290.37\$-62,795.20\$)
DATE DE CLOTURE :	le 20 mai 2018

TERMES DE L'EMPLOI : L'employée temporaire n'est pas autorisée à utiliser l'ancienneté accumulée pour supplanter un(e) employé(e) dans un autre poste à la fin de son contrat. Ce poste peut terminer avec un préavis de deux semaines.

Le BSJ valorise la diversité. Nous sommes engagés à bâtir une main-d'œuvre qui reflète la diversité de notre collectivité

Des mesures d'adaptation seront prises pour les candidats handicapés tout au long du processus d'embauche. Les candidats doivent faire connaître leurs besoins à l'avance.

Tous les candidats intéressés sont encouragés à postuler. Dans l'éventualité où nous ne trouvons pas de candidat qualifié pour le poste, les candidats qui ne rencontrent pas les qualifications mentionnées dans l'affichage seront considérés.

Veillez soumettre votre demande d'emplois sur notre Intranet

[Youth Services Bureau Careers](#)

DEMANDE ADRESSÉE À :

Jillian Deslippe
Assistante en ressources humaines
Courriel: jdeslippe@ysb.ca

TÂCHES :

Voir la description de tâches ci-jointe.

TOUTE DEMANDE SERA TRAITÉE DE FAÇON CONFIDENTIELLE

Housing Case Manager

Classification: Youth Worker

June 2017

Job Summary:

Under the general guidance of the Director of Community Services and the immediate supervision of coordinator of Housing Case Management and Drop-In Services, the Housing Case Manager will be responsible for case management of clients referred from designated community partners including YSB. Clients will be supported in obtaining stable, long-term housing and connected to other supports to help retain their housing, including education/employment, mental health support, social/recreation, etc. The work will be completed in accordance with policies and directives established within the YSB.

Principal Duties:

- Provide ongoing case management services to clients so youth obtain stable housing
- Ensure ongoing assessment of client progress regarding levels of support needed
- Connect youth to community supports, links to employment and/or education opportunities, and support youth to retain long-term housing.
- Work with youth and the Y- or TAY-SPDAT assessments to determine client need with respect to level of housing and any supports required
- Support clients to develop skills to transition to independent living
- Provide data / stats, complete reports and other documentation or administrative functions as required
- Develop or facilitate development of program components as part of a housing case management team
- Ensure that physical client files are maintained and current within established guidelines
- Maintain a comprehensive knowledge on current issues relating to youth
- Participate in identified training to ensure ongoing development of skills and abilities
- Establish and maintain appropriate community partnerships including with HBCMs in other organizations
- Commitment to upholding YSB's values
- Build and maintain relationships with landlords and support landlord/tenant relationships to maintain housing
- Ensure familiarity with pertinent legislation, regulations, guidelines and Agency Policies.
- Attend and participate in supervision and planning meetings
- Follow safe work practices as established by YSB and the program

Job Specifications/Qualifications:

(The qualifications are appended to the job description and are not intended to be part of the job description)

- Diploma or degree in social sciences, social work or relevant field
- Three years direct experience working with youth, and providing case management services
- Familiarity with community services and agency protocols for referral
- Proven expertise with client profile (youth 16-24; unstably housed and with varying degrees of acuity)

- Experience with Y-SPDAT or other assessment tools
- Demonstrated ability to assess need for support or other resources
- Demonstrated organizational skills
- Ability to work variable hours including evenings, weekends and flexible hours
- Willingness to work in client home, community or other setting as needed
- Knowledge of Housing First for Youth principles
- Proven expertise with motivational interviewing to support case planning and ongoing facilitation of housing stabilization
- Valid driver's license and access to vehicle required
- Oral and written fluency in English essential; Oral fluency in French considered an asset
- Demonstrated computer skills
- vehicle required

Disclaimer:

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.