

# Employment Opportunity

## The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Housing Locator	<b>Competition #:</b>	12/19
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	Full time contract position
<b>Salary Range:</b>	\$21.95	<b>Date posted:</b>	March 27, 2019
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	April 9, 2019
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (613) 241-2818 or sorjobs@ottawaboothcentre.org <b>Attention:</b> Employee Relations Department <b>Please no phone calls.</b>		<b>Mail:</b> Employee Relations Department 171 George St. Ottawa, ON K1N 5W5	
<b>Organization Description</b>			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p><b>Mission Statement</b> 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.</p> <p><b>Core Values</b> The Salvation Army Canada and Bermuda has four core values:</p> <p><b>Hope:</b> We give hope through the power of the gospel of Jesus Christ.  <b>Service:</b> We reach out to support others without discrimination.  <b>Dignity:</b> We respect and value each other, recognizing everyone's worth.  <b>Stewardship:</b> We responsibly manage the resources entrusted to us.</p>			
<b>POSITION PURPOSE SUMMARY:</b>			
Recruit landlords and develop and implement an inventory of housing options that will be available to people experiencing homelessness across the homeless service system.			
<b>RESPONSIBILITIES:</b>			
<ul style="list-style-type: none"> <li>• identify private market rental units and build an inventory of available housing options</li> <li>• develop tools to raise awareness of housing programs and services (e.g. marketing tools, brochures, newsletters)</li> <li>• participate in landlord, property management and home builder network activities to market a variety of housing programs and the benefits of working with them</li> <li>• provide information to landlords about: <ul style="list-style-type: none"> <li>○ The Housing First model (an overview)</li> <li>○ Rental subsidy programs</li> <li>○ Rent direct payments</li> <li>○ On-site supports available to tenants, as needed</li> </ul> </li> <li>• serve as the primary point of contact for landlords who have tenants receiving Housing Based Case Management services.</li> </ul>			

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- 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 the initial lease with landlords, and provide support to resolve any serious tenancy issues that arise

### **QUALIFICATIONS:**

- relevant completed post-secondary education
- knowledge of local private housing rental market and Ontario Residential Tenancies Act
- minimum 1 year experience building and fostering community relationships
- minimum 1 year 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

### **Successful candidate will be required to provide upon hiring:**

- must supply a current Clear Police Reference Check

**HOURS:** Monday to Friday 8:00am – 4:30pm

*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.*