



# ELIZABETH FRY SOCIETY OF OTTAWA

211 Bronson Ave, Suite 309, Ottawa, ON K1R 6H5

Tel: 613-237-7427 Fax: 613-237-8312

[www.efryottawa.com](http://www.efryottawa.com)

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The Elizabeth Fry Society of Ottawa supports and advocates for young and adult women in our community who are criminalized or may become criminalized. Elizabeth Fry Society Services are holistic, client centered, strength based and gender specific.

**Job Title:** Housing Support Worker  
**Reports to:** Program Manager  
**Hours:** 37.5 hours per week  
**Language:** Bilingual Imperative  
**Salary:** \$19.92/hour

## Housing Support Worker

As a Housing Support Worker, the individual provides housing assistance and support services to criminalized and at-risk women who are either homeless or at risk of homelessness to either retain housing or secure housing. This service is offered both within the City of Ottawa, but also in surrounding rural areas.

### Responsibilities:

- In consultation with the Elizabeth Fry Society's Community Liaison Worker, offer housing support services to women leaving the local detention centre.
- Assist criminalized and at-risk women in Ottawa and surrounding rural areas with housing related issues by establishing contact with social services, landlords and/or other community based people to help them retain their housing.
- Assist women in problem solving and crisis intervention around housing conflicts and legal issues related to housing.
- Provide advocacy and support by writing letters, researching the law and generally advocating on behalf of clients being threatened with eviction or being evicted or in some way be subjected to discrimination in their home environment.
- Mediate on behalf of clients who are at risk of eviction and connect them with appropriate resources.
- Develop and deliver tenant information sessions for all Elizabeth Fry Clients.
- Assist community clients (urban and rural) and residential clients with housing search.
- Accompany clients to property viewings, social assistance appointments and landlord and tenant hearings and be comfortable with transporting clients in your vehicle.
- Follow-up with clients after property viewings and / or housing related appointments.
- Provide crisis intervention for clients with housing issues.

**Date of Revision:**  
**August 2019**



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- Stay informed and accurately updated on community resources for housing and housing related intervention supports (i.e.; legal clinics, tribunals, supports, emergency housing etc.).
- Maintain monthly statistics to reflect reporting requirements designated by our funder.
- Administer the VI/SPDAT/SPDAT assessment tools to establish acuity of need for criminalized women/female youth including those leaving open and closed custody detention facilities such as OCDC.
- Participate in the City's Housing First case conferencing, SPDAT training, expertise-exchange collaboration meetings as required;
- Attendance at monthly staff meetings and bi-monthly case management meetings as well as at professional development functions, including non-violent crisis intervention training, CPR and First Aid training and Suicide Prevention and Intervention training annually.
- Other duties as assigned by the Program Manager.

## **Qualifications:**

- Excellent organizational and communication skills in both French and English (bilingual imperative).
- Post-secondary education in social sciences, women's studies or criminology. An equivalent combination of knowledge and experience may be considered.
- A demonstrated understanding of the criminal justice system.
- A demonstrated understanding of the systemic reasons for homelessness.
- Awareness of and commitment to women's issues with a thorough understanding of racism, classism, sexism, homophobia, violence against women and transgender issues.
- Experience working with communities who face multiple barriers such as poverty, discrimination and criminalization to accessing and maintaining housing.
- Demonstrated organizational and time management skills including ability to work independently with minimal direction and as part of a team.
- Skills in community development, advocacy, mediation, and group facilitation.
- Ability to work flexible hours, including occasional evenings and weekends.
- Excellent interpersonal and crisis intervention skills.
- Excellent record keeping and experience with reporting to funders.
- Must be able to pass screening in order to work at the Ottawa-Carleton Detention Centre.
- Valid First Aid/CPR and non-violent crisis intervention certification required within the first six months.
- Valid Driver's license, appropriate insurance and access to a reliable vehicle required.

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The Elizabeth Fry Society of Ottawa is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.

The deadline for applications is September 13, 2019 at noon. While we thank all candidates for their interest, only those invited in for an interview will be contacted.

Please send applications electronically addressed to: **Sarah Davis, Executive Director**

In the subject line of your application, please reference: **HSW2019**

[c/o careers@efryottawa.com](mailto:c/o_careers@efryottawa.com)

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