



9908-106 Ave
Edmonton, AB T5J 2L8
T. 780.422.2018
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Job Description

Job Title : Housing Outreach Worker
Based at : Downtown, Edmonton
Reports to : Team Lead or Manager, Rapid Exit
Hours of work : 40hrs per week, Mon-Fri

OUR MISSION

To serve, strengthen and uplift men, women, youth and children through the life-changing gospel of Jesus Christ

Job Summary:

The Housing Outreach Worker assists program participants to find and secure safe, suitable and sustainable housing as well as supporting them with the related services that are part of that process.

Major Duties and Responsibilities:

- Receive referrals for housing from Housing Hub.
- Schedule intake appointments with referrals, completing assessments and creating a housing plan.
- Assertive outreach to landlords via cold calls, emails, face to face meetings to promote the program and schedule viewings.
- Conduct housing searches and build inventory lists of available housing units for participants. Liaise with property managers, landlords, realtors, resident managers and other sources to identify vacancies for potential tenants.
- Building relationships with landlords in order to increase opportunities to efficiently secure housing.
- Advocacy on behalf of participants with landlords, and other community resources.
- Assist with applications, accessing income supports, setting up 3rd party payments.
- Completing case notes and assessments in order to accurately track the work and progress made with participants on the caseload.
- Completing other administrative duties related to the position.
- Work to meet goal of 4 housings per month.
- Attend housing meetings with the team.
- Report directly to Team Lead.



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Minimum Qualifications and Skills:

- Strong interpersonal and active-listening skills - genuinely interested in supporting community members experiencing homelessness
- Strong advocacy and negotiation skills.
- Able to work co-operatively within a multidisciplinary team
- Able to demonstrate patience and understanding for those with addictions, mental health, and/or behavioral disorders
- Ability to make decisions in a timely, organized, and appropriate manner.
- Solution focused.
- Strong computer proficiency
- Strong work ethic, time management skills and ability to work with minimal supervision.
- Excellent communication skills
- Has a good understanding of trauma-informed care and meeting clients where they are at.
- Valid Class 5 Drivers License, personal vehicle and appropriate insurance.
- Experience working in the inner city is an asset but not a requirement.
- Experience in sales is an asset but not a requirement.
- Experience working in other housing programs is an asset but not a requirement.

Other Requirements:

- Being a Christian Organization we require our employees to be in agreement and sign the Hope Mission Statement of Faith.
- Must be legally entitled to work in Canada on a full-time basis.
- Able to provide Criminal Record Check and Vulnerable Sector Search
- A letter of reference from a ministry or church is an asset
- Adherence to Hope Mission's Policies and Procedures.