

The **Portal Youth Outreach Association** provides advocacy and outreach support to youth at risk in the Annapolis Valley. *Our Vision is that the Annapolis Valley would be a place where all youth have a safe, supportive, and loving home.* We work towards that vision by reducing the number of youth experiencing homelessness through a collaborative community approach with other youth serving organizations by providing advocacy and making access to services simple, relational and in a timely manner.

Reports to: Program and Development Specialist

Scope: Full Time

Vacation Entitlement: as per PYOA Human Resources Guidelines

This position does not have direct reports.

HOUSING LOCATOR

The Housing Locator identifies appropriate private rental housing opportunities for low and moderate-income individuals and families in the Annapolis Valley (Kings, Annapolis and West Hants). The successful candidate will develop a network of contacts consisting of private, nonprofit, and cooperative housing landlords and property managers, and using social media and Viewpoint tools, and encourage them to participate in the program.

Maintaining good relationships with these landlords is essential. They/she/he will support all organisations that have housing support workers (HSW) by identifying housing opportunities and assisting them to identify available vacancies and advertisements corresponding to their clients needs and by putting them in contact with the established network of landlords.

The Locator will also assist agency staff and landlords in facilitating and maintaining tenancies of those that are housed, including finding alternate rental accommodation and preventing housing loss.

CORE COMPETENCIES

- Time Management
- Creative Problem Solving
- Accountability
- Planning and Organizing
- Mediating, Negotiating and Communication
- Collaboration
- Computer literacy (Microsoft Office and Google)

RESPONSIBILITIES:

Deliver housing location services targeted to individuals experiencing or at risk of homelessness, including but not limited to:

1. Proactively seek out new housing opportunities, rentals, and resources. *
2. Maintain on-going relationships with landlords and other housing providers, including acting as a liaison between landlord and housing support worker as needed.
3. Work in collaboration with Coordinated Access, HSWs and external agencies.
4. Support clients, HSWs and landlords through the execution of the Memorandum of Understanding (MOU) between The Portal and partner agencies.

5. Maintain a Housing Directory to include documentation of all contacts with housing providers/landlords. Provide consistent updates on housing availability. *
6. Possess working knowledge of and efficiency in the Homeless Individual and Family Information System (HIFIS), housing subsidies and information on housing assistance programs.
7. Attend Coordinated Access meetings.
8. Approve Eviction Prevention applications.
9. Maintain stats and records for Department of Community Services (DCS) using HIFIS.
10. Complete and generate monthly and annual reports.
11. Work in partnership with the Housing and Homelessness Services teams within and outside Portal Youth Outreach Association.
12. Work collaboratively with The Portal finance team to ensure accurate accounting of financial activities.

QUALIFICATIONS:

- Post secondary education in social sciences (Communications, Social Marketing or Community Development) and/or lived experience in homelessness or risk of homelessness.
- Excellent communication skills (particularly listening, mediation, and writing skills), relationship building and maintenance.
- Possess strong organizational skills with ability to meet a demanding workload.
- Creative thinker/adaptive personality.
- Knowledge or understanding of tenant's rights and responsibilities.
- Valid driver's license and a reliable vehicle.
- Sensitivity to cultural and socioeconomic characteristics of the population served.
- Ability to establish and set appropriate limits with clients that are served to encourage skills and confidence building and growth.
- Ability to work collaboratively with other personnel and/or service providers or professionals.
- Demonstrated commitment to teamwork.
- Grasp of own personal story and experience, having worked through their own trauma, addictions or emotional challenges as related to the work with vulnerable youth and adults.
- Knowledge of youth/family/community resources, programs and services within the community.
- Demonstrated experience in working from a strengths-based and relationship-based perspective.
- Willingness, flexibility to work occasional evening and weekend hours.
- Complete all appropriate monthly and annual reports.

EMPLOYMENT CONDITIONS

The candidate must be able to submit a clear police records check, a clear report from the Child Abuse Registry Check, and be willing to have references checked, and be willing to adhere to strict confidentiality requirements.

Wages/ Salary- \$45,825 to start with an increase to \$46,800 upon successful completion of the 3-month probationary period based on a 37.5 hour work week. Renewable based on funding.

Working Conditions

Your personal resilience and ability to act decisively and with sound judgement in routine matters or crisis situations is critical. Our work in the community, at the Portal, and in our homes or housing programs differs substantially from traditional office settings, where you will facilitate and maintain an awareness to

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provide safety and security for youth, visitors, employees, and the public. While we take precautions, children and youth may demonstrate pain-based responses where Nonviolent Crisis Intervention (NCI) techniques may be required to ensure a safe environment. We provide training and coaching to all staff to provide the best support for youth and a satisfying experience for staff.

Portal Youth Outreach Association is dedicated to promoting diversity, equity, inclusion, and belonging in the workplace. We celebrate and welcome the diversity of all employees, stakeholders, and external personnel. We welcome applications from Indigenous People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of these equity groups, you are encouraged to self-identify on your application.

Support and Performance Review

Staff will creatively approach their role with a set of guidelines and job expectations within the policies of the organization. Support will come from one's peers, supervisor, and collaborative teams. You can expect to set your own goals within your program, exercising your strengths and unique contribution. Performance reviews will occur annually in alignment with PYOA Human Resources guidelines.