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ABORIGINAL HOUSING SUPPORT CENTRE HOUSING COUNSELLOR (PART-TIME/CONTRACT)

Wigwamen Incorporated is seeking an experienced individual who is innovative, self-motivated, and highly organized to fill a part-time (28 Hrs/wk) Housing Counsellor position at the Aboriginal Housing Support Centre.

The Housing Counsellor works in the frontlines to support clients through their search for permanent housing, or to maintain existing housing. This position requires flexibility, and the applicant may need to work occasional evenings and weekends.

The preferred candidate will have:

- Knowledge of, and experience working with the urban Indigenous community
- Knowledge of historical issues impacting Indigenous communities, language, traditions and culture
- Minimum two years' experience in a Housing Counsellor role
- Comprehensive knowledge of community resources, housing issues and support services
- Excellent interpersonal, planning, verbal communication, presentation, report writing, facilitation and liaison skills
- Experience working with vulnerable and marginalized sectors and with clients with mental health issues and/or addictions
- Computer literacy, including Word, Excel, PowerPoint, internet, and email applications
- A valid Ontario G Driver's License, own vehicle, and the willingness to travel would be an asset

Responsibilities will include:

Client Support:

- Provide counselling to clients experiencing a housing crisis, including those who are at risk of losing their private market rental accommodation or who are homeless
- Help resolve landlord/tenant issues and other housing-related conflicts that tenants may become involved in
- Provide up-to-date information about housing providers; assist clients in completing applications for housing
- Assist clients in moving towards achieving long-term housing and income stability, which may include advocating on behalf of clients with landlords, OW, ODSP, and other services
- Provide rehousing supports and assistance to clients where a tenancy cannot be sustained
- Actively participate in eviction prevention activities, including liaising with landlords to ensure rent is paid, and if needed, facilitate conflict and landlord mediation to encourage housing stabilization
- Work in partnership with other community agencies to establish a network of service options for the Centre's clients to address their varied needs
- Refer clients to appropriate community agencies were deemed appropriate

- Provide life skills training in areas including landlord and tenant rights and responsibilities, budgeting, housekeeping, pet care, mental health and addiction, ID and document replacement services, volunteer opportunities, etc.

Project Administration:

- Keep detailed client records as set out in the overall project plan; submit reports in accordance with Program requirements
- Develop and monitor an individualized case management plan for clients that focuses on setting and monitoring goals (both short and long-term), including discharge plans, crisis plans and mental health addiction prevention plans (where applicable)
- Monitor the effectiveness of supports; recommend changes to the types of support offered
- Other duties as required by Wigwamen Incorporated

This is a part-time, salaried contract position, with an expected workweek of 28 hours. It offers a comprehensive benefits package and the potential to be renewed upon expiry.

Please submit your resume and cover letter by March 28, 2025, 4:00 PM, to jobs@wigwamen.com.

We thank all applicants in advance for their interest; however, only those to be interviewed will be contacted. No phone calls, please.

Wigwamen Incorporated is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise us in advance to ensure your accessibility needs are accommodated throughout this process.