JOB POSTING

Job Title: Case Manager
Program: Legacy Manor
Location: Abbotsford
Schedule: Monday to Friday, 0830-1630

Status: Full-Time
Start Date: ASAP
Hourly Rate: $31.35
Posting #:   25-LM-039
Closing Date: August 15, 2025

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

We are recruiting for full-time Case Manager in Abbotsford, for our Supported Rent Supplement Program, focusing on women-led families who are transitioning into independent housing. This program is in partnership with BC Housing, Ministry of Social Development, Fraser Health Authority and EFry. The Supported Rent Supplement Program provides eligible women with case management support including, budgeting, referrals, and connections to the Abbotsford Health Authority, to continue to stay housed, live independently, and lower their risk of the path to homelessness. This position requires a valid driver's license and willingness to work in the community with Rent Supplement Program clients, which will include transporting clients and meeting clients in their homes or local public settings.

KEY RESPONSIBILITIES:
* Intake and case management duties for clients and weekly contact with them which diminishes over time as women become increasingly involved in using community resources and relationships.
* Lead weekly intensive case management (ICM) meetings and resolve issues as needed to ensure effective service.
* Provide support in locating housing and assisting women to move into and maintain housing for a minimum of two years.
* Help as needed to support women to access needed resources (e.g., income supports, legal guidance, landlord meetings etc.) and pursuing their personal goals (i.e. employment, education and training, social and recreational activities) as required. As needed, rehouse clients.
* Maintain and submit necessary documentation, program receipts, and periodically scheduled reports.

QUALIFICATIONS:
* Associate or bachelor's degree preferred but not required.
* 3+ years of relevant professional experience, including engaging with clientele, property managers, landlords, and other stakeholders.
* Experience with cold calling, messaging, marketing, and fundraising.

- Knowledge of homelessness, women's mental health issues, substance use, community resources, and poverty.
- Experience in case management and providing advocacy and support to marginalized populations.
- Excellent communication skills, both written and verbal.
- Strong organizational, advocacy, and time management skills.
- Proficient in Microsoft Office, including Outlook, Word, and Excel.

MANDATORY JOB REQUIREMENTS:
- Valid driver's license and suitable vehicle.
- Standard First Aid with CPR-C.
- A doctor's note of fitness is required.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).

Benefits:

- Company pension
- Dental care
- Employee assistance program
- Extended health care
- Paid time off
- Vision care

EFry is committed to creating an inclusive and equitable environment where all those participating in the organization are valued for their differences. We encourage and welcome applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, indigenous communities, diverse sexual and gender identities, various religious backgrounds, women, and those with disabilities. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

Interested candidates must submit a cover letter and resume to **hiring@efry.com** with the subject line **CM 25-LM-039 by no later than August 15, 2025 at 12.00pm.**

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted. Previous applicants are encouraged to apply.