

## JOB POSTING

<b>Job Title:</b>	<b>Case Manager</b>	<b>Status:</b>	<b>Part -Time</b>
<b>Program:</b>	<b>Reaching Home</b>	<b>Start Date:</b>	<b>August 1, 2026</b>
<b>Location:</b>	<b>Victoria</b>	<b>Rate Range:</b>	<b>\$33.80</b>
<b>Hours:</b>	<b>37.50 hours/week</b>	<b>Posting #:</b>	<b>26-RHD-001</b>
<b>Schedule:</b>	<b>Monday to Friday, 8:30am-4:30pm</b>	<b>Closing Date:</b>	<b>June 8, 2026</b>

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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 a Part Time, Case Manager for Victoria office, focusing on women led families who are homeless or at risk.**

EFry's Reaching Home programs provide eligible homeless women with intensive case management and practical financial assistance to help them find and maintain housing. The programs also assist women at high risk of homelessness by offering one-time financial supports to help them remain housed and reduce their risk of continuing on the path to homelessness.

The Case Manager is responsible for both direct and indirect work, including planning with individuals, couples, and families to successfully find, secure, and maintain housing. The role involves assessing ongoing needs, developing and implementing personal plans, providing support through referrals, and advocating for clients.

This position requires a current driver's license and a willingness to work in the community with Housing First clients. Responsibilities include transporting clients and meeting them in their homes or in 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 (ie. employment, education and training, social and recreational activities) as required. As needed, rehouse clients.
- Maintain and submit necessary documentation, program receipts, and periodic scheduled reports.
- Provide leadership and support for a team including training and ensuring consistent program delivery within contract standards.

**QUALIFICATIONS:**

- A diploma in social work/human services/community support work with an accredited educational institution.
- Three (3) years previous experience in a similar environment with demonstrated knowledge of community resources. Previous experience as a member of a Housing First team is an asset.
- Must have knowledge of homelessness, women's mental health issues, substance use and addiction issues, community resources and issues related to poverty.
- Experience assisting clients to find stable housing and to identify community resources and access those services (income, health, education, employment and among others).
- Experience with providing advocacy and support to homeless and criminalized women.
- Knowledge of theory, principles and practices of Housing First Approach, trauma-informed care, and harm reduction strategies.
- Case management, participant interviewing skills, electronic reporting, and assessment skills.
- Excellent communication skills, both written and verbal.
- Strong organizational, advocacy and time management skills.
- Proficient in Microsoft office including Outlook, Word, and Excel.
- Valid driver's license (Class 5) with satisfactory driving record, a requirement.

**MANDATORY JOB REQUIREMENTS:**

- Driver's license and suitable vehicle.
- Standard First Aid with CPR-C.
- Doctor's Note of fitness required.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).

**Benefits: (for working less than 40 hours per week)**

- Opportunities to connect and engage through Society events and activities
- Access to a supportive Employee Assistance Program (EAP)
- Comprehensive extended health and dental coverage including vision care for you and your family
- Paid time-off to support rest, balance, and wellbeing.

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](mailto: hiring@efry.com) by no later than June 8, 2026, with the subject line **CM 26-RHD-001**.

**We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.**