

## **JOB POSTING**

<b>Job Title:</b>	<b>Case Manager</b>	<b>Status:</b>	<b>Full Time</b>
<b>Program:</b>	<b>Housing First</b>	<b>Start Date:</b>	<b>Sept 6, 2022</b>
<b>Location:</b>	<b>Abbotsford</b>	<b>Hourly Rate:</b>	<b>\$28.82 – \$32.45</b>
<b>Hours:</b>	<b>35 hours/week</b>	<b>Posting #:</b>	<b>22-131</b>
<b>Schedule:</b>	<b>Monday – Friday, some flexibility required</b>	<b>Closing Date:</b>	<b>Aug 28, 2022</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 full time, Case Manager to join our Housing First team.** Located New Westminster, Surrey and Abbotsford, EFry's Reaching Home programs provide eligible homeless women with intensive case management and pragmatic financial assistance to find and keep housing and assist women at high risk of homelessness with one-time financial supports to remain housed and lower their risk of continuing the path to homelessness.

The Case Manager is responsible for direct and indirect work of planning with individuals to successfully find and keep housing. Responsible for providing one-to-one support to a caseload of up to 20 women and leading case management planning, activity and basic accounting for client supports with a team of two. This requires a sound understanding of case management, navigating complex systems and mental health concerns.

### **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.
- Leading weekly intensive case management (ICM) meetings and resolving issues as needed to ensure effective service.
- Locating housing. Assisting women to move into and maintain housing for a minimum of two years.
- Helping as needed to support women accessing 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.
- Maintaining and submitting necessary documentation, program receipts, and periodic scheduled reports.

### **QUALIFICATIONS:**

- Degree or diploma in human services or related field, or the equivalent combination of education and experience totaling five years.
- Three (3) years previous experience in a similar environment with demonstrated knowledge of community resources. Previous experience as 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.

- Strong organizational, advocacy and time management skills.
- 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.
- Proficient in Microsoft Office including Outlook, Word and Excel.
- Excellent communication skills, both written and verbal.
- Second language an asset; Punjabi & English speaking preferred.
- Ability to lift up to 30 lbs.

**MANDATORY JOB REQUIREMENTS:**

- Standard First Aid with CPR-C.
- COVID-19 vaccination.
- Doctor's note of medical fitness and TB test.
- Local Police search and Provincial Vulnerable Sector Criminal Record Clearance.
- Valid driver's license (Class 5) with satisfactory driving record and access to a reliable vehicle.

EFry is an equal opportunity employer and is committed to building a diverse workforce and strongly encourages applicants that represent those we serve. We welcome applicants with non-traditional educational backgrounds and field experience.

Interested candidates must submit a cover letter and resume to [hr@efry.com](mailto:hr@efry.com) by no later than August 28, 2022, with the subject line CM 22-131.

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