

JOB POSTING

Job Title:	Senior Practitioner	Status:	Full Time
Program:	Reaching Home & Third-Party Administration	Hourly Rate:	\$32.54 – 37.34
Location:	Victoria	Posting #:	22-221
Hours:	40 hours/week based on operational needs	Closing Date:	December 4, 2022

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 a Full Time, Senior Practitioner to support our Reaching Home Program and Third-Party Administration office in Victoria. With offices throughout the Lower Mainland and Victoria, the 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. Third-Party Administration offices assist individuals who are in receipt of social assistance to receive the statutory and regulatory entitlements to which they are entitled and act as a bridge between Ministry of Social Development and Poverty Reduction staff and clients.

KEY RESPONSIBILITIES:

- Acts as a third party for administration of social assistance and transference of documents and information.
- Accepts client referrals from the Ministry offices.
- Interviews and assesses clients, gathers information relevant to clients' problems, needs and risks.
- Provides case management and where necessary, identifies participant challenges and develops intervention plans.
- Maintains regular communication with client and the Ministry, provides progress discussions/reports.
- May provide life skills training in behaviour management, money management and poverty rights, access of entitlement.

QUALIFICATIONS:

- Diploma in human services or related field, or the equivalent combination of education and experience totaling five (5) years.
- Three (3) years previous experience in a similar environment with demonstrated knowledge of community resources.
- Knowledgeable in areas of homelessness, women's mental health issues, substance use and addiction issues, community resources and issues related to poverty.
- Excellent interpersonal behaviour and good communication skills both written and verbal.
- Strong organizational, advocacy and time management skills.
- Experience working with homeless populations, addiction, mental health, and poverty issues
- Crisis management, mediation, de-escalation skills are essential in dealing with both clients and landlords

- Case management, electronic reporting and participant interviewing and assessment skills required.
- Understanding of community-based programs and Ministry regulations regarding entitlements.
- Knowledge of social assistance services as provided by the Ministry of Social Development.
- Knowledge of Residential Tenancy Act.
- Understanding of case management and motivational interviewing.
- Proficient in Microsoft Office including Outlook, Word and Excel
- Valid driver's license (Class 5) with satisfactory driving record and access to vehicle.

MANDATORY JOB REQUIREMENTS:

- Standard First Aid with CPR-C.
- Evidence of COVID-19 vaccination status.
- Evidence of a Tuberculosis Test and compliance with the TB Control Program.
- Doctor's Note of fitness required.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).

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 by no later than December 4, 2022, with the subject line SP 22-221.

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