

JOB POSTING

Position:	Case Manager	Type:	Full time
Program:	Reaching Home	Hourly Rate:	\$28.28
Location:	Victoria	Posting #:	23-118
Hours:	37.50 hours/week	Closing Date:	August 18, 2023
Schedule:	Mondays to Fridays, 8:30am-4:30pm		

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 for Victoria office. Located in Victoria, 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. This position requires a current driver's license and willingness to work in the community with Housing First clients which will include transporting clients, meeting clients in their home or local public setting.

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.
- Providing leadership and support for team of 2 others including training and ensuring consistent program delivery within contract standards.

QUALIFICATIONS:

- A 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. 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.
- 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, an asset.

MANDATORY JOB REQUIREMENTS:

- Standard First aid with CPR-C.
- Evidence of COVID-19 vaccination status.
- Doctors' 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 July 31, 2023 with the subject line CM 23-118.

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