

JOB POSTING

Job Title:	Case Manager	Status:	Full time
Program:	Supported Rent Supplement Program	Hourly Rate:	\$31.35
Hours:	35.0 hours/week	Posting #:	24-104
Schedule:	Monday to Friday, 8:30am-4:30pm	Closing Date:	April 5, 2024

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, Abbotsford 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 lowering 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 home 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 periodic scheduled reports.
- Provide leadership and support for a team 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 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.

MANDATORY JOB REQUIREMENTS:

- Driver's license and suitable vehicle.
- Standard First Aid with CPR-C.
- Evidence of COVID-19 vaccination status.
- 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 [hiring@efry.com](mailto: hiring@efry.com) by no later than April 5, 2024, with the subject line CM 24-104.

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