



**Permanent Full-Time Position
Housing Caseworker**

Action Housing is a registered charity that has been providing community services for 33 years. We offer free and confidential help to low and moderate income individuals and families who are experiencing challenges that put their housing at risk, who are at risk of becoming homeless, or who are homeless. We offer support and tools to those searching for housing on the private market, help with the subsidized housing application process, and assistance with obtaining benefits to prevent housing loss. We negotiate with landlords to resolve conflicts and obtain repairs, and we represent clients at the Landlord and Tenant Board in order to avoid evictions.

DESCRIPTION OF FUNCTIONS:

- Identify & evaluate the immediate and long-term needs of individuals and families facing challenges that threaten their housing situation.
- Prepare an intervention plan and provide supports and assistance to execute it.
- Mediate issues with landlords in order to resolve conflicts pertaining to the rental arrangement.
- Identify and evaluate community services and supports necessary to ensure housing stability.
- Communicate with administrative bodies and social benefit providers.
- Work with clients to resolve conflicts.
- Provide coaching and assistance to clients who are searching for housing on the private market, or who wish to submit an application for subsidized housing.
- Provide information pertaining to the rights and responsibilities of tenants.

THE IDEAL CANDIDATE WILL HAVE:

- A minimum of a Bachelor's Degree in Social Work, or in the field of Social Sciences.
- Experience working with community organizations that deliver services to vulnerable populations.
- Direct experience working with vulnerable individuals.
- Knowledge of social services programs and social housing in Ottawa.
- Counseling and crisis intervention experience.
- Punctuality, effective time and priority management.
- Good organizational skills, and capable of initiative.
- The ability to work as part of a team.
- Excellent ability to read and write in both French and English.
- Knowledge of another language is an asset.

COMPENSATION: Starting at 51,000 \$, commensurate with experience and education.

SCHEDULE: 35 hours per week, Monday to Friday.

PLACE OF WORK: 150 Montreal Rd – Unit 305, with the possibility of remote work.

START DATE: As soon as possible.

Please send your cover letter and resume **by 4:00pm on Thursday, May 18th, 2023.**

By email: emploi@action-logement.ca

By fax: 613-241-1526