

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House and Neighbourhood Link Support Services.*

**JOB OPPORTUNITY**  
**SENIORS HOUSING SUPPORT COORDINATOR**  
**Full-Time Contract until September 2019**

**JOB**  
**#C2018-38**

**GENERAL DESCRIPTION:** The Seniors Housing Coordinator oversees the Vulnerable Seniors Housing Program to assist low-income, isolated seniors in the prevention of homelessness. The Coordinator meets with clients one on one and acts as a case manager to assist them to access appropriate housing, reduce risk of eviction and connect them to community support services..

**RESPONSIBILITIES:** The Coordinator builds relationships with seniors at risk of homelessness; increases their knowledge of their rights and responsibilities with respect to housing; advocates on clients' behalf; maintains accurate administration of all program files, reports, statistics, surveys, and correspondence; acts as staff resource for the program; supervises volunteers and students; and effectively represents the program in committees, community partnerships and meetings.

**EDUCATION/EXPERIENCE:**

- 3 to 4 years post-secondary education in Social Services or equivalent combination of education and experience.
- Minimum 2 years' experience working directly with seniors at risk of losing their housing.
- Proven excellent oral and written communication skills including ability to generate effective client advocacy correspondence.
- High degree of organizational skills to effectively manage administration of accurate files, statistics, reports, schedules and referrals.
- Experience in client case management.
- Previous experience working from a harm reduction approach with vulnerable populations demonstrating extensive knowledge of community services.
- Knowledge of all current and relevant legislation for seniors including the Residential Tenancy Act, income supports such as pension, OW, ODSP, rent supplements and health care, homecare, housing, and seniors' rights, responsibilities.
- Demonstrated experience working from a non-judgemental, anti-racism and anti-oppression framework.
- Previous experience supporting persons impacted by aging who experience mental health issues, addictions, deteriorating wellness and social isolation.
- Proficiency in Microsoft Word, Excel, Outlook.
- Experience in data collection using IT systems including CIMS, TAWL and other platforms is an asset.

**Terms:** This is a full-time contract, bargaining unit position, 35 hours per week.

**Compensation:** Start rate: \$24.18/hour; Job rate: \$26.18/hour

**For a complete job description, please contact Human Resources.**

**Posting Date: Oct. 3/18**

**Internal Closing Date: Oct 10 /18**

**External Closing Date: Oct. 12/18**

**To apply, submit your resume and cover letter with "Seniors Housing Support Coord. Job #C2018-38" in the subject line of your email or fax to:**

**Human Resources: The Neighbourhood Group, 349 Ontario Street, Toronto, ON M5A 2V8**  
**Fax: 416 – 925 - 1545 E-mail: [careers@cnh.on.ca](mailto:careers@cnh.on.ca)**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirements.