



BRISC
BRANTFORD REGION
INDIGENOUS SUPPORT CENTRE

Employment Opportunity

www.brisfc.org

Open Until Filled

Housing Navigator (Reaching Home) – Part-time

JOB POSTING – BRISC - Friendship Centre

The Brantford Region Indigenous Support Centre is now accepting applications for the position of **Reaching Home Housing Navigator**.

Employed by the Brantford Region Indigenous Support Centre, responsible to the policies and directions as determined by the Board of Directors of the Centre and under the direct daily supervision of the Executive Director or designate.

The **Reaching Home Housing Navigator** will assist the Reaching Home Coordinator to alleviate Urban Indigenous Homelessness focusing on addressing the established priorities. Eligible activities under the Reaching Home program include facilities, prevention services for Individuals and families at risk of homelessness, support services, and improvement of community services and service delivery networks. This position is primarily field based, and the housing navigators needs to be able to have good time management skills. The goal would be to assist those with applications and housing needs, administer assessment tool, and to streamline program participants to permanent housing and needed services.

The Indigenous Housing Navigator will be responsible to follow the policies and procedures as determined by the Board of Directors and under the direct daily supervision of the Reaching Home Coordinator or designate.

Target Group Eligibility Criteria:

- Self-identified Indigenous people and their family who are homeless or at risk of becoming homeless.
- Duties will include but not limited to a meal program and supports.
- Make updated housing lists available and telephone access.
- Tenant advocacy and other client support services
- Community education of Homelessness issues through outreach sessions to local service providers and community members
- Provide direct support through lobbying, support services, research, and networking.
- Navigate persons to permanent housing placement or programs that will assist with safe and stable housing.
- Connect program participants to community resources that will support the goal of permanent housing acquisition (i.e. benefits advocacy, food pantries, employment services).
- Facilitate access to services required to foster housing readiness (credit repair, legal aid, housekeeping, money management, tenant rights and responsibilities, etc.).
- Ensure participants have the necessary items to secure housing (e.g. valid identification, income verification, bank statements). Assist in the development and encourage adherence to a personal budget.

- Assist participants with completing housing applications and securing housing of their choice. Transport participants to housing appointments, housing authority appointments and occasional visits to relevant social service agencies.
- Prioritize caseload to work with people who are highest in need and provide participant with matching listings through the housing location team. Work is lower acuity participants to ensure they are locating housing and bringing housing leads to the navigator.
- Provide advocacy to help address issues and barriers between landlord and participant that may prevent move in.
- Provide information and instruction to participants regarding how to complete a housing application, housing search, tenant rights and responsibilities, including observation of rental agreement rules, and being a good neighbor.
- Follow-up with each participant as needed to ensure they are making progress towards their housing placement goals.
- Passion for ending homelessness.
- Maintaining a non-judgmental attitude and a display of unconditional positive regard when working with persons experiencing homelessness.
- Ability to have a “whatever it takes” attitude when working with challenging individuals. In addition to working in a typical office environment, Navigator will be required to work in areas inhabited by homeless persons, which may include working in dirty environments and challenging individuals.
- Demonstrated knowledge of housing search skills including housing location, filling out housing applications, and the lease-up process.
- Ability to teach housing search skills to participant in individual or group setting.
- Knowledge familiarity with Harm Reduction and Housing First models of service delivery.
- Ability to network and build relationships; locate and develop housing contacts.
- Ability to act as a liaison between the participant and landlord/property owner to resolve any move in issues.
- Provide a Police Vulnerable Sector Check.
- Valid driver's license and reliable vehicle
- Any other duties as required.

Qualifications:

- Minimum 2-year College Diploma or a University Degree in Indigenous Studies, Social Service Work, Housing and Homelessness OR commensurate experience and education in a field relevant to the position, skills and abilities as determined by the employer.
- Minimum 3 years of work experience in the health and/or social services field.
- Demonstrated experience of related work experience within an Urban Indigenous organization or community.
- Strong knowledge and awareness of Indigenous culture, of both historical and contemporary Indigenous issues.
- Proven ability to organize, evaluate, communicate, and present information, both verbally and written.
- Working knowledge of the Friendship Centre movement and the various programs provided to the community.
- Always demonstrates professional standards of conduct.
- Respects all within the organization in compliance with the Lateral Violence Policy

and Code of Conduct.

- Solid foundation of Indigenous teachings, ceremonies, languages, cultures, values, and customs is considered an asset.
- Clearly demonstrated capacity in planning, organizing, and facilitating culturally appropriate programming and educational workshops.
- Must have experience in data collection, evaluation, work plans, and reporting.
- Must have impeccable written, verbal communication, time management and organizational skills.
- Proficient computer skills (Word, Excel, Power Point, Publisher).
- Must be able to meet deadlines with minimal supervision.
- Have the ability to work, collaborate and coordinate effectively in activities and programming with other BRISC Programs.
- Must be able to network with other mainstream and Indigenous agencies and service providers.
- Have a valid Class G driver's licence, reliable transportation and be willing to travel when required.
- Willing to travel occasionally to attend various professional development events, seminars, and training sessions.
- A clear Criminal Reference Check (CPIC) and Vulnerable Sector Search (VSS) will be a condition of the employment offer with BRISC as well as a clean driving abstract.
- Preference shall be given first to applicants with Indigenous decent who possess the requisite skill sets and experience.

Salary: TBD

BRISC is a barrier free work environment in compliance with the Accessibility for Ontario with Disabilities act and the Ontario human rights code. As such, BRISC is committed to making accommodations available to applicants with disabilities, upon request during the recruiting process.

- A **clear** Criminal Reference Check (CPIC) and Vulnerable Sector Search (VSS) will be a condition of the employment offer with BRISC
- Preference shall be given first to applicants with Indigenous decent who possess the requisite skill sets and experience.

To apply email to ed@briscfc.org;

Cover Letter, Resume, and **3 (three) signed Letters of Reference**