



**miskanawah**  
empowerment • strength • family

## POSITION

### Strengthening Home Fires Housing Liaison (6 Month Contract)

**Location:** 2716 Sunridge Way NE  
**Position Type:** Contract; Full-time  
**Hours:** Monday – Friday  
**Program:** Strengthening Home Fires

#### Position Summary:

Strengthening Home Fires is founded on the understanding that colonization, trauma and systemic discrimination are major causes of homelessness for Indigenous peoples, and that strengths-based, trauma-informed and culturally-grounded approaches to working with Indigenous youth, families and singles experiencing or at-risk of homelessness are critical to their success and well-being.

The Housing Liaison works collaboratively with the Housing Support Worker and Youth to find and secure housing for vulnerable, homeless youth. The primary role is to build relationships with landlords and property managers to find safe, secure and affordable housing for youth.

#### Responsibilities:

- Sourcing, identifying and sharing housing resources for the purpose of re-housing youth in the community
- Develop and maintaining relationships with landlords and property management agencies that are in the best interest of the Housing Program and participants
- Coordinating the disbursement of program funds for damage deposit and first month's rent, as required and where funds are not available through Alberta Works or other sources
- Supporting Housing Support Workers in implementing their service plans to assist youth in the community with housing location
- Maintaining a data base of housing resources for staff and client use.
- Being fully informed on the Residential Tenancies Act (RTA) and serving as a resource to staff and youth on issues related to the Act
- Determine safety and appropriateness of units (according to Alberta Health Services Minimum Housing and Health Standards)
- Maintain knowledge and relationship with Calgary area subsidized housing agencies



**miskanawah**

empowerment • strength • family

- Coordinate and/or attend lease signings and walk through's ensuring terms of the lease agreement meet RTA standards
- Participate in the Youth Placement Committee for Calgary, to assess and provide appropriate housing placement for youth
- Administrative Duties: Tracking housing placements, updating spreadsheets, filling relevant paperwork in client files
- Assist youth with viewing potential homes and reviewing rental and subsidy applications
- Collaborate with other housing locators and liaisons to discuss best practices as well as ongoing unit availability
- Attend and actively participate in program staff meetings
- Other related duties as required by the Team Lead

### **Skills and experiences:**

- Have a thorough understanding of Housing First and Harm reduction best practices
- Assessment and referral knowledge
- Understanding of the RTA and associated legislation
- Proficient computer skills required
- Excellent written and oral communication skills required
- Able to work day and evening shifts (where required)
- Act as a role model showing positive interaction and problem solving
- Skill in developing and maintaining community partnerships
- Ensure a vast knowledge of Calgary area resources available to families, single adults, youth and how to access them

### **Requirements:**

- Diploma in a human service field with related experience.
- Minimum 2 years of experience working with vulnerable youth who have complex needs, preferably within the homeless sector
- Experience using HMIS and ETO or similar client data bases
- Knowledge of and willingness to engage in Indigenous cultural traditions
- Ability to effectively communicate both verbally and in writing
- Ability to respond quickly in a dynamic and changing environment
- Ability to work individually as well as part of a team
- Valid Standard First Aid Certificate with CPR level B
- Current Police Security and Child Intervention Record checks with satisfactory results
- Suicide and Self-Harm Awareness Training
- Crisis Intervention Training
- Quality Improvement and Outcomes Training
- Indigenous Awareness Training



**miskanawah**

empowerment • strength • family

- Diversity Training
- Harm Reduction and Naloxone Training
- Use of a reliable vehicle with \$2,000,000 liability, permission to carry passengers and business coverage on the vehicle
- Valid driver's license and a driver's abstract with minimal demerits

We offer the opportunity to be part of a creative and positive work environment, a competitive salary, supports for professional development, opportunity for advancement, and the chance to be part of a team that supports children, youth and families to thrive within a culturally responsive community.

Please submit a cover letter and resume to [careers@miskanawah.ca](mailto:careers@miskanawah.ca) and reference "SHF Housing Liaison" in the subject line. We thank all applicants, however, only those selected for interview will be contacted.