



ADDICTIONS AND MENTAL HEALTH SERVICES
HASTINGS PRINCE EDWARD

Internal/External Job Posting

Position:	Housing Coordinator	Job Status:	Full Time Permanent
Required Shifts:	Days, evenings and weekends	Reports to:	Program Manager
Hours of Work:	1.0 FTE (35 hours weekly)	Hourly Rate:	Union Band 6 (\$28.01 - \$32.24)
Location:	Belleville	Union/Non-union:	Union
Date Posted:	January 24, 2022	Closing Date:	February 1, 2022, at 4:30PM

Position Summary:

Provide access to housing and/or housing resources to individuals 16 years of age and older experiencing a serious mental illness and/or addictions issues showing a commitment to the philosophy, goals and objectives of the organization. This position co-ordinates housing with individuals including liaising with landlords, viewing apartments, assisting with moving arrangements and acquisition of furniture, liaising with income source as well as provides housing and homelessness resources to clients, colleagues and referral sources when appropriate. The housing coordinator provides support to tenants of our subsidized housing program and works as a member of the Community Housing Team. This position services the entire Hastings Prince Edward catchment area, and will require travel throughout, as per client needs.

Minimum Qualifications & Experience:

- University degree or college diploma
- One to two years relevant/recent experience directly related to the provision of mental health or housing services
- A valid driver's license and reliable vehicle
- Ability to use various types of verbal and written communication effectively including but not limited to advocacy and persuasion
- Internal and external communication including professionals, clients, colleagues, housing providers and housing tribunal
- Ability to communicate effectively when there is emotional content

Please note: Duties and responsibilities are subject to change in the future.

Applications: Please submit a resume and cover letter quoting competition number 2022-07 to amhs.careers@amhs-hpe.ca prior to the closing date of February 1, 2022, at 4:30PM.

We are committed to inclusive, barrier-free recruitment processes and work environments. If contacted, please advise us in a timely fashion of any accommodation assistance you require to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.