

NEW JOURNEY HOUSING EMPLOYMENT OPPORTUNITY

HOUSING ADVISOR

New Journey Housing is a not-for-profit housing resource centre for newcomers to Canada. New Journey Housing trains, assists and supports newcomers to Canada and those who support them, through the process of attaining and retaining decent, affordable housing in Manitoba with a focus in Winnipeg.

General Description of HOUSING ADVISOR job requirements:

- The Housing Advisor will work under the direction of the Executive Director, while working with clients, as well as collaborating with the housing advisor team.
- Assisting clients in searching for, and attaining, housing in Winnipeg (this may include both Rental Housing and Home Ownership).
- Teaching, supporting and/or referring newcomers to Canada about the following:
 - Being a responsible tenant: including RTB rights and responsibilities, how to keep an apartment clean and safe, and how to fulfill tenants' responsibilities.
 - Assist in filling out housing applications for private rentals, subsidized housing, and other housing related programs.
 - Information about purchasing your own home.
 - Responsibilities, costs and maintenance involved with home ownership.
 - Information about budgeting and money management.
- Working alongside and providing support to landlords and other service providers who also work with newcomers to Canada.
- Provide information and referrals between New Journey Housing and other service organizations.
- Advocacy regarding individual client's situations, as well as broader housing-related policies and issues.
- Research, learn, and maintain housing-related information and accurately convey this to clients.
- Maintaining databases of client information and housing information.
- Provide ongoing support to clients as required.

Qualifications:

- University degree in a related field or equivalent combination of education and experience
- Minimum 2 years related post degree experience
- Experience and understanding regarding rental housing, home ownership and home maintenance (includes personal and/or professional experience).
- Familiarity with housing in Winnipeg, neighbourhood characteristics, housing-related referrals and services, and newcomer-related referrals and services.
- Experience working with newcomers to Canada is an asset.
- Fluent in English (written and verbal skills).

- Computer skills: Microsoft Word, Excel, PowerPoint, Outlook
- Genuine interest in helping newcomers to Canada and working cross-culturally.
- Interest in housing, housing issues, housing policy, etc.
- Successful completion of Child Abuse and Criminal Record Checks

The following skills are a requirement for the Housing Advisor:

- Ability to work and communicate with newcomer clients and with the New Journey Housing staff and volunteers.
- Ability to work independently, such as independent research or working one-on-one with a client.
- Ability to work as part of a team.
- Ability to teach, in a confident and articulate manner, in front of a large group of people.
- Ability to problem-solve with initiative.
- Ability to work in situations that can be stressful and emotional, when a client may be experiencing a housing-related crisis.

Hours and Start Date:

- The HOUSING ADVISOR position is a full-time position (37.5 hours/week)
- **This position is covering a one year maternity position from May 2015 – May 2016.**
- A majority of the working hours will be on weekdays, within the hours of 9:30am-5pm but some evenings and weekends may be required.
- Wage is \$17/hour

DEADLINE: Resumes must be submitted prior to March 23rd @ 4:00 pm.

Please submit cover letters and resumes to: Sally Nelson, Executive Director (Interim), New Journey Housing

- By E-mail: sallyn@newjourneyhousing.com
- By Mail: New Journey Housing, 200-305 Broadway Winnipeg MB R3C 3J7 Attn: Sally Nelson

Thank you to all of those who submit their resumes. Only those who are approved for an interview will be contacted.

Further information about New Journey Housing is available at www.newjourneyhousing.com