



North Peace Housing Foundation

The **North Peace Housing Foundation**, a management body responsible for affordable housing for seniors and modest-income families, is seeking a passionate and dedicated individual to join our dynamic team as a:

Housing Support Worker

Peace River

Reporting to the Director of Housing Operations and Special Projects and working closely with the Housing Managers, this position assists individuals and families in securing and maintaining stable housing. The Housing Support Worker will work directly with tenants and residents, helping them access supports for independent living and enhancing their quality of life by promoting independence and community integration.

Key Responsibilities:

- Support Managers with tenant/resident applications, unit inspections, and conducting necessary follow-up.
- Provide case management, referral outreach, and advocacy to the Foundation's tenants and residents to promote stable housing.
- Work with tenants, residents, and community organizations to ensure needed supports for successful tenancies are available.
- Support the public and administrative needs of the North Peace Housing Foundation.
- Other duties as assigned.

Qualifications:

- Post-secondary education in a Human Services related field.
- Two (2) to three (3) years of previous related experience.
- Equivalencies in education and experience may be considered.
- Valid Class 5 driver's license, acceptable Driver's Abstract and satisfactory Vulnerable Sector Check.
- Working knowledge of Microsoft Office.
- Experience working with YARDI system or other property management software is an asset.

Position Details:

- The Housing Support Worker works 40 hours per week, generally from 8:00 a.m. to 4:30 p.m. Monday to Friday, with an unpaid half-hour meal break. Occasionally, it may be necessary to alter this schedule due to after-hours program requirements, participation & delivery.
- This is a full time, permanent position with the Foundation.
- Frequent travel within the NPHF region will be required, at times this may require the use of a personal vehicle.

For more information, interested individuals can visit www.nphf.ca and refer to the job description. Resumes, quoting competition number 2024-018, can be e-mailed to employment@nphf.ca.

This competition will remain open until a suitable candidate is found. The first review of applications will take place on July 30, 2024. We appreciate the interest of all applicants; however, only those selected for an interview will be contacted.