

Communitas– Staff Position Description

SUPPORT STAFF

POSITION: Subsidy and Support Program Worker

REPORTS TO: Subsidy and Support Program Manager

LOCATION: Abbotsford/Chilliwack

POSITION SUMMARY

This position supports adults living with various challenges to find suitable market housing and remain housed. Assist the individuals to maintain positive relationships with the landlord, and liaise with other community supports to advocate for the individuals served.

SPECIFIC DUTIES

- Complete the intake process in compliance with the BC Housing rent subsidy criteria
- Assists persons served, with life skills development:
 - Apartment maintenance/cleaning schedule
 - Personal hygiene
 - Budgeting, grocery shopping
 - Nutrition, menu planning
 - Exercise
 - Relationships, coping skills, boundary issue
- Develops and maintains positive relationships with other community housing initiatives; Chilliwack Supportive Housing, landlords and building managers
- Reports any concerns regarding persons served to the SSP Manager
- Regularly visits the residence of the person served to ensure compliance with tenancy agreement
- Keeps up-to-date records, provides regular written reports and updates the SSP Manager at least monthly
- Other duties as required

REQUIREMENTS

- Community Mental Health Worker/Social Services certificate or approved equivalent
- Training and/or experience in the safe use of psychotropic medications is an asset
- Training on Harm Reduction is an asset
- Previous experience supporting people with chronic mental illness or concurrent disorders in the community is preferred
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Familiar with and able to implement 'Spirit of Gentleness' principles
- Familiar with and able to implement Psychosocial Rehabilitation principles fostering a belief in the recovery process
- Understanding of Recovery-Centered Clinical System (R.C.C.S)
- Ability to be motivational and positive in interactions with individuals served
- Ability to take initiative with creativity and flexibility
- Previous training or experience with motivational interviewing and assertive outreach an asset
- Ability to observe, record and evaluate change in human behaviour
- Excellent written and verbal communication and mediation skills, excellent interpersonal skills
- Willingness to participate in ongoing training/in-service training
- Excellent teamwork skills maintaining honest, direct and respectful working relationships; as well as being able to work independently without supervision
- Use of personal vehicle required for appointments with individuals served, etc.
- Possession of a valid Emergency First Aid/CPR certificate
- BC Class 5 Drivers License
- Proof of full COVID-19 vaccination