

JOB DESCRIPTION

Job Title

Pearl's Safe Home & Homeless Prevention Program (HPP) Coordinator

Position Summary

Reporting to the Community Programs Manager for Whistler & Pemberton, the Pearl's Safe Home (PSH) & Homeless Prevention Program (HPP) Coordinator is responsible for the effective delivery of Howe Sound Women's Centre Society (HSWC) Safe Home and Housing services. Duties include; client support, intake, referrals and advocacy, administrative duties, property management and general maintenance of homes, liaising with occupants, connecting clients with stable accommodation, as well as community engagement and promotion of HSWC programs.

Key Duties and Responsibilities

Program Promotion

- Actively promote the Safe Home and Homeless Prevention Programs, keeping program material current and ensuring all program promotional materials are distributed.
- Liaise and build capacity with First Nations communities in the northern Sea to Sky Corridor.
- Liaise and build capacity with community groups, agencies and service providers in Whistler, Pemberton and other northern Sea to Sky Corridor communities: MCFD, RCMP, Victim Services, SSCS, and WCSS.

Support, Education, Referrals and Advocacy

- Work from the perspective of the HSWC mission statement and values.
- Provide advocacy, resource information, referrals and emotional support to clients of the Safe Home Program and non-resident women that will assist them in exploring their options and defining their goals.
- Support clients with accessing income assistance where appropriate.
- Coordinate and participate in the intake and orientation process of new Safe Home residents.
- Coordinate transportation to the local Safe Home and/or Shelter or Transition House services outside the community as required, and for necessary legal or social services appointments, or as considered essential for safety or medical needs.
- Safety Planning and future planning for stable accommodation after leaving the Pemberton Safe Home.
- Make referrals to the HSWC P.E.A.C.E. program which is our children and family counselling program when appropriate.

Affordable Housing Coordination

- Recruit, screen, interview and check references of all potential tenants for affordable housing units.
- Property management duties such as rent collection, tenant support, liaison with Strata management, suite condition inspections every 3 months.
- Maintenance of units, organize contractors to repair units and submit the appropriate invoicing to HSWC accounting
- Client emotional and safety planning support

Homeless Prevention Program (HPP)

- Ensure that all required documentation for participation in the BC Housing program is filled out by participants.

- Record keeping, being in compliance with the BC Housing HPP contract, tracking HPP petty cash.
- Ensuring monthly subsidies are inputted into BC Housing data base known as HIFIS
- Working within the allotted monthly HPP budget to disperse subsidies to women in the corridor.
- Emotionally supporting women within the HPP program.

Confidentiality and Safety

- Provide support to clients with a non-judgmental approach.
- Ensure all necessary documentation (waivers, abuser information) are appropriately completed.
- Ensure all residents are aware of the Safe Home location confidentiality requirements.
- Share client information with Pearl's Place Transition House staff when partnering in the mutual support of a shared client when it is in the best interest of the client.
- Ensure that release of information waivers are signed by the client prior to undertaking advocacy on the client's behalf, explaining limitations existing in the document.
- Keep all confidential files locked in a safe location.
- Track and maintain PSH petty cash and grocery receipts, submit to Community Program Manager bi-monthly.

Pearl's Safe Home Household Responsibilities

- Coordinate and evaluate the cleanliness of PSH at regular intervals, especially on the departure of Safe Home occupants.
- Maintain the inventory of food and household supplies, ensuring adequate food is available to clients when they are in residence at the Safe Home.
- Ensure the physical space of the Safe Home is safe, secure, functional, comfortable and welcoming
- Maintain a client feedback and suggestions books.

Other Related Duties

- Become familiar with the HSWC Employee Information Guide and Strategic Plan.
- Become familiar with terms of the Safe Home contractual agreement with BC Housing.
- Attend staff meetings and/or trainings in Squamish when directed by the Program Manager.
- Become familiar with Violence Against Women in Relationships (VAWIR) policy.
- Report verbally or in writing to MCFD as required by BC Child Protection Laws.
- Participate in fundraising events for the HSWC throughout the year
- Support the Whistler Women's Centre drop-in when needed
- Be available for on-call duties for PSH as needed

Knowledge, Skills & Experience

Minimum Education & Experience Required:

- An understanding of systemic discrimination facing women and the dynamics of violence against women.
- Two years post-secondary education in social/human services or related discipline and/or equivalent work experience.
- Training and experience in the field of crisis counseling women in abusive relationships.
- Successful experience in group coordination, volunteer recruitment for fundraising purposes, training and support an asset.
- Strong leadership, networking, organizational, advocacy and problem solving skills.

Personal Characteristics:

- A passion to make a difference in the lives of women and children in our communities.

- Motivated to keep all communications healthy, respectful and productive.
- Ability to work independently in a remote location or from home office and manage time effectively.
- Self-aware, flexible, multi-tasker with excellent listening skills.

Technical Knowledge/Specific Skills/Physical Demands

- Strong communications skills – grant writing abilities or a second language an asset.
- Strong computer skills.
- Current first aid certification an asset.
- Access to a reliable vehicle, a valid BC Driver's License and appropriate vehicle insurance.

