

### **Outreach Worker**

**Locations:** Grande Prairie

**Position Status:** Full Time (37.5 hrs. per week)

### **THE ORGANIZATION**

Métis Capital Housing Corporation (MUHC) was *incorporated in 1982* to provide *affordable, adequate and suitable* housing to low and moderate income Aboriginal families in Alberta. Together with Métis Urban Housing, we currently have 900 units in 14 *urban centres* throughout Alberta. Métis Housing employs over 80 full and part time staff; together we oversee tenant relations and property management needs for thousands of tenants. Unlike any other subsidized property management company in Canada, we cover the entire province of Alberta and are the *largest Section 95 Indigenous housing provider in Canada*. MCHC is an affiliate of the Otipemisiwak Métis Government.

For more information about Métis Capital Housing and it's sister organization Métis Urban Housing, visit our website at [www.metishousing.ca](http://www.metishousing.ca)

### **THE OPPORTUNITY**

The Outreach Worker is responsible for the Reaching Home Program applicants and Metis citizens to gain housing and walking with them to support their physical, emotional, inner, cultural, social, intellectual, and vocational well-being.

### **KEY RESPONSIBILITIES**

#### ***Client & Housing Support***

- Provide applicants with housing program information and assist with applications and documentation.
- Build supportive relationships with clients to identify strengths, barriers, and housing needs.
- Assess risk of eviction and develop plans to secure and maintain stable housing.
- Support clients with budgeting, financial planning, and payment arrangements.
- Develop individualized goals and action plans that promote self-sufficiency.
- Connect clients to community resources and support services through referrals.
- Address landlord concerns and facilitate landlord-client mediation as needed.
- Maintain accurate client records, files, and outcome reporting.

#### ***Administrative***

- Ensure accurate, complete and timely documentation and data entry.
- Maintain organized client files and upload efficient workflow processes in line with procedures.

#### ***Community Relations***

- Liaise with community agencies, associations, and stakeholders.
- Represent the organization at community events to support outreach and engagement.

### **QUALIFICATIONS**

#### ***Education***

- Post-secondary education or a diploma in Social Work or Human Services.
- Minimum of 2-5 years of related experience and/or equivalent combination of education and relevant work experience.
- Valid Alberta Class 5 drivers license and a clean Driver's Abstract.
- First Aid Certification.
- Ability to travel throughout North West Alberta, as required.

**Outreach Worker**

**Locations:** Peace River

**Position Status:** Full Time (37.5 hrs. per week)

**QUALIFICATIONS (cont.)**

***Professional designation***

- Current membership with the ACSW as a Registered Social Worker (if holding a social work diploma or degree).

***Knowledge, skills and abilities***

- **Knowledge of Housing Programs:** Demonstrates an understanding of public social housing programs and services offered by Métis Housing, as well as other related community supports.
- **Cultural Competence:** Shows cross-cultural sensitivity and awareness, with the ability to work effectively with diverse populations and communities.
- **Client-Centred Service:** Builds supportive relationships with clients, demonstrating empathy, active listening, and a commitment to client empowerment and stability.
- **Analytical and Problem-Solving Skills:** Assesses client barriers and develops practical, individualized plans to achieve housing stability and self-sufficiency.
- **Communication:** Effectively conveys information both verbally and in writing; able to mediate between landlords and clients when appropriate.
- **Organizational and Administrative Skills:** Maintains accurate records and documentation; ensures timely and complete reporting in compliance with organizational standards.
- **Technical Proficiency:** Demonstrates competency in using MS Office (Word, Excel, PowerPoint), Outlook, internet research tools, and standard office equipment (fax, scanner, photocopier, etc.).
- **Teamwork and Collaboration:** Works cooperatively with colleagues, social service agencies, and community partners to support shared goals and enhance service delivery.

**WORKING CONDITIONS**

- Works company office; Hours will vary due to client needs; Some overtime may be required.
- The individual in this role frequently encounters pressure when assisting clients and their families who may be encountering difficulties and obstacles.

**WHAT WE HAVE TO OFFER YOU**

- The opportunity to work with a non-profit Indigenous organization.
- Helping to make a difference in the lives of Métis citizens.
- A benefits plan including: health and dental.
- Generous vacation time
- Personal time off days
- Personal development
- Competitive compensation

**HOW TO APPLY**

Applicants should send a resumé and cover letter outlining how they meet the specific requirements of the position by email to: [hr@metiscapital.ca](mailto:hr@metiscapital.ca) or by Fax: 587-855-6470. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.