

**Reaching Home Outreach Worker—Métis Capital Housing Corporation**

**Locations:** Edmonton

**Positions :** 1

**Closing Date:** February 29, 2024

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

**THE OPPORTUNITY**

The Reaching Home Outreach Worker plays a crucial role in providing support and assistance to individuals and families experiencing housing instability. Working within the framework of the Reaching Home program, the Outreach Worker delivers housing programs support, administrative duties, and fosters community relations to ensure effective service delivery and client success.

**THE ORGANIZATION**

Métis Capital Housing Corporation (MCHC), an affiliate of the Métis Nation of Alberta, was **incorporated in 2009** to provide **affordable, adequate and suitable** housing to moderate-income Indigenous families in Alberta. We currently have 370 units in 5 **urban centres**. MCHC employs over 40 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, together with our sister organization Métis Urban Housing Corporation, we offer housing across the province of Alberta and are the **largest Indigenous housing provider in Alberta**.

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

**KEY RESPONSIBILITIES**

*Housing Programs Support*

- Provide Reaching Home applicants with housing, program information and assist with completing application forms and other relevant documents.
- Provide referrals regarding available supports from social service agencies and/or community programs.
- Develop supportive relationships with clients to help them identify their strengths and barriers to stability.
- Assess barriers faced by clients and their families who are facing eviction to determine their needs and develop a workable plan to maintain and secure permanent housing.
- Assist clients in developing a personal budget through budget counselling sessions. Assist clients in establishing payment plans for bills and past debts.
- Assist clients to develop an individualized goal and action plan that promotes transition to self-sufficiency.
- Investigate and respond to concerns brought forward by Landlords about clients.
- Landlord/Client mediation when deemed appropriate.
- Maintain accurate records, monthly outcome reports and files for each client.

*Administrative*

- Ensure all administrative paperwork is distributed accordingly.
- Follow procedures and systems within company guidelines to ensure orderly, efficient workflow.
- Ensure accuracy and completeness of client files.
- Ensures the PTM database is accurate and complete for client portfolio.
- Ensure all administrative paperwork is accurate, complete, and submitted on a timely basis

*Community Relations*

- Liaises with community associations, agencies and stakeholders
- Represents the organization at community activities to enhance the organization's community profile
- Participates on committees, task forces and special projects as required

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**QUALIFICATIONS**

***Education***

- Diploma of Social Work or Human Services.
- Minimum of 2 - 5 years related experience and/or equivalent combination of education and relevant work experience.
- Must have a valid Alberta Class 5 driver's license.
- Driver's Abstract

***Professional designation***

- Current membership with the Alberta College of Social Work as a Registered Social Worker when a Social Work diploma, degree is obtained.

***Knowledge, skills, and abilities***

- An understanding and knowledge of public social housing programs and other programs and services offered by the Métis Nation of Alberta.
- Cross cultural sensitivity and awareness.
- Proficiency in the use of computer programs such as MS Office (Word, Excel, PowerPoint), MS Outlook and the internet.
- Proficiency in the use of office equipment such as computers, voice mail, fax, scanner and photo copier.

**WORKING CONDITIONS**

Works in an office environment, usually a standard work week, some overtime and travel may be required.

**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 and other Indigenous peoples .
- A comprehensive benefits plan including: life insurance, disability, health, and dental.
- Generous vacation time
- Personal time off days
- Employer matching RRSP
- 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.