

**Reaching Home Program Coordinator—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 Program Coordinator plays a pivotal role in the effective planning, coordination, and administration of the Reaching Home Program (RHP). With a focus on client support, administrative efficiency, and community engagement, this position ensures the smooth operation of the program and facilitates positive relationships with stakeholders.

**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 its sister organization Métis Urban Housing Corporation (MCHC), visit our website at [www.metishousing.ca](http://www.metishousing.ca)

**KEY RESPONSIBILITIES**

*Reaching Home Program Client Files*

- Assist with planning and coordination of the Reaching Home Program and its activities.
- Monitor implementation of program guidelines and practices.
- Receive, sort and log program applications, request missing documents, and process application for approvals.
- Prepare documentation required to process various payments for the approved applications.
- Prepare and maintain the RHP log sheet.
- Prepare file folders for each applicant and organize, file and scan all documents including emails.
- Assist the Director of Programs with the preparation of monthly reports and various presentations, as required.
- Facilitate positive relations between the program team, other departments within the organization, and all other involved parties.
- Update and maintain databases such as mailing lists, contact lists, and client information.
- Answer, screen, and forward any incoming phone calls and emails providing information on the Reaching Home program.
- Prepare correspondence for applicants and clients.

*Administrative*

- Ensure Outreach Workers administrative paperwork is distributed accordingly.
- Ensure Outreach Workers follow procedures and systems within company guidelines to ensure orderly, efficient workflow.
- Review Outreach Workers 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

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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.