

Halton Housing Help Job Posting

Position Title: Landlord Engagement Support Worker

Summary of Duties

This position is part of the Halton Housing Help team and reports to the Supervisor. The position strengthens the cooperation and communication between the landlord and tenants while supporting the developing strategies to proactively engage landlords in the rental housing continuum.

General Duties

Develop and implement landlord engagement strategies with a view to increasing safe and affordable rental housing in Halton Region.

Promote the free listing services to link landlords and tenants.

Liaise regularly with landlords to support at risk tenancy.

Facilitate the improvement and maintenance of safe and affordable rental housing by:

- Educating and advising landlords on legislated standards and landlord rights and responsibilities;
- In consultation with landlords, identifying barriers and gaps in service needs to develop and maintain safe and affordable rental housing;
- Link landlords with funding, resources and support services to help support at risk tenancies;
- Recommend and facilitate access to alternate housing for tenants best suited to their needs.

Assist landlords to network and liaise with community and government social service, enforcement and housing agencies:

- Provide information regarding Landlord Rights and Responsibilities, Housing Services
- Assist landlords to access other Community Support Agencies
- Distribute brochures and information related to landlord issues
- Assist landlords to access web based and print resources.
- Maintain records, reports and statistics data related to service delivery.

Linking Landlords and Tenants

- Promote housing accommodation listing service in Halton to link property owners and tenants in the private market.
- Coordinate rental listing services.

- Establish and maintain positive, on-going relations with Halton landlords.
- Promote landlord and tenant awareness of their rights and responsibilities.
- Work together with landlords and tenants so that current tenancies can be maintained.

Qualifications

Education & Experience

Post secondary degree (B.A., B.Sc., B.S.W.)

2-5 years community based clinical experience

Skills

- Administrative and organizational skills with the ability to prioritize tasks.
- Ability to maintain accurate and clear client records.
- Communication skills (verbal and written) in order to clearly and concisely exchange information with a wide variety of contacts.
- Interpersonal skills to effectively liaise and consult with clients, families, other team members and community contacts.
- Interviewing, assessment and objective observational skills.
- Ability to work both independently and within a team environment.
- Ability to manage a case load in terms of priority and controls.

Knowledge

- Knowledge of relevant legislation and policies including the Residential Tenancies Act;
- Knowledge of community and housing resources;
- Knowledge of housing, poverty issues and other social issues;
- Knowledge of word processing, database, spreadsheet and statistical programs.

Permanent Position Full time

Base Hourly Rate: \$20.57

Earliest Anticipated Start Date: December 11th 2017

Hours of Work: Monday to Friday, 9:00am – 4:30pm

Location: Halton Region, extensive car travel required

Closing date of posting: December 4th 2017

Interested applicants please submit a resume to jobs@housinghelpcentre.ca

This job is a union position in the Unifor Local 504 bargaining unit.