



**May 6, 2024**

**Internal/External Job Posting #CS13-24-01**

**Homeless Program Housing Liaison Assistant – Canada Summer Jobs  
Part-Time, Term Certain**

Collingwood Neighbourhood House's mandate is to promote the well-being of the Renfrew-Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

**JOB OVERVIEW**

The Homeless Program Housing Liaison Assistant will work closely with the Homeless Program Outreach Manager, Program Coordinator to recruit, engage and support people who are tentatively housed, experiencing homelessness, or at risk of homelessness in Renfrew-Collingwood. This position will also collaborate with other staff and volunteers to create promotional materials necessary to the program and for special events.

**RESPONSIBILITIES**

- Assist the Homeless Outreach team regarding outreach and housing liaison work to support individuals and families affected by homelessness
- Working remotely and in the office, assist the homeless outreach program coordinator with basic administrative tasks, data entry, phone calls and record keeping.
- Assist in the planning and facilitation of special events in a healthy and safe manner to raise awareness around homelessness in the community and for community partners
- Assist in creating pamphlets and flyers with resources and information that will support individuals and families affected by homelessness

**ELIGIBILITY**

- Must be between 15 and 30 years of age at the start of the employment.
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment. International students are not eligible participants.
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada.

**QUALIFICATIONS**

- Interest in or previous experience working with marginalised groups including homeless individuals
- Excellent communication skills and feels comfortable doing outreach work and connecting with new people
- Understanding of integration and issues facing mental health issues, substance abuse, homelessness and poverty
- Ability to work both independently and as a part of a team
- Administration and computer/database skills
- A Criminal Records Clearance
- Second Language is an asset

## **JOB DETAILS**

- **Salary:** \$20.00 per hour, 30 hours/week for 16 weeks
- **Schedule:** Hours are flexible and to be discussed
- **Location:** 5288 Joyce Street, Vancouver, BC
- **Start Date:** May 30, 2024

## **APPLICATION PROCESS**

Applicants must be legally entitled to work in Canada. If you are not currently authorized to work in Canada, CNH will not consider your job application. As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified local and internal applicants. We encourage applicants with lived experience of structural inequity to apply, and in particular those who identify as Black, Indigenous, People of Colour, LGBTQ2IA+, and those living with a visible or invisible disability.

*This position is funded by the Employment and Social Development Canada (ESDC) Canada Summer Jobs Program.*

**SUBMIT RESUME AND COVER LETTER TO:**  
**Ana Mateescu, Homeless Program Manager**  
Collingwood Neighbourhood House  
5288 Joyce Street, Vancouver, BC, V5R 6C9  
Email: [AMateescu@cnh.bc.ca](mailto:AMateescu@cnh.bc.ca)

**Please quote reference #CS13-24-01**  
**CLOSING DATE: May 15, 2024 at 12 pm noon**

## **APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED**

*We thank all individuals who apply for this position and will be contacting shortlisted candidates directly.  
No phone calls please.*